IBM

Magnetic Tape Selectric® Typewriter

Operating Instructions

One Tape Station



The instructional material in this book describes a basic procedure for using the MT/ST. However, the principles involved are adaptable to many different procedures.

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IBM

Magnetic Tape Selectric® Typewriter

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TO THE STUDENT:

You will notice this book is different from the ordinary "How-to-Do" manual. It is a "self-teach program" written so you can teach yourself to use the Magnetic Tape "Selectric" Typewriter (MT/ST).

With this book, you are both the teacher and the student. As the teacher, you will decide how quickly you can cover the material confidently. As the student, you will find a small amount of "telling" and a lot of "doing." Looking at the illustrations will help you learn. Once you learn something new, there immediately will be a chance to try it on the MT/ST. The success of your learning is based on your using the MT/ST as you work through the book.

Before you begin the program, gather these supplies:

This book
1 Tape Cartridge
Pencil
Large stack of inexpensive paper or continuous paper

FOLLOW THESE GUIDELINES:

- Read every page unless otherwise directed. The information is presented in small, easy steps. Follow the directions carefully.
- Answer the questions. (You don't have to write the answers; just decide what they should be.) The correct answer to each question is at the bottom of the page.
- Do each practice exercise—type the copy line for line as it appears in the book. Follow the directions exactly as they are given. Repeat an exercise only if it will help you learn.
- Experiment if you wish. You can't hurt the MT/ST by pushing buttons or turning dials.
- Review any time you wish. The green sheets are provided to help you do this. You should be reasonably confident of the previous material before going ahead.
- If you have a question:

  Use this book as a reference. (The Index is on pages 133-136.) Use the WHAT HAPPENED? booklet and the card located in the back of the book. If you don't find the answer, call your IBM Marketing Support Representative.
- Certain sections of material are required for every MT/ST operator, but your work may not require you to cover the whole book. If not, you will be told which specialized sections you may omit.



The IBM Magnetic Tape "Selectric" Typewriter makes your job faster and easier through magnetic-tape typing. You face many problems daily—erasing carbon copies, correcting typographical errors, and retyping because of page placement or wording changes after the letter has been typed.

Recording on magnetic tape solves these problems. Everything is typed at your fastest rough-draft speed. If you make a mistake, merely backspace and type over the incorrect characters. After you have completed your rough-draft copy, the MT/ST plays out a perfect, error-free copy from the magnetic tape at speeds up to 150 words per minute. If the letter is revised, only those changes must be retyped.

You will find many other benefits to be gained from the MT/ST—all designed to make your job easy.

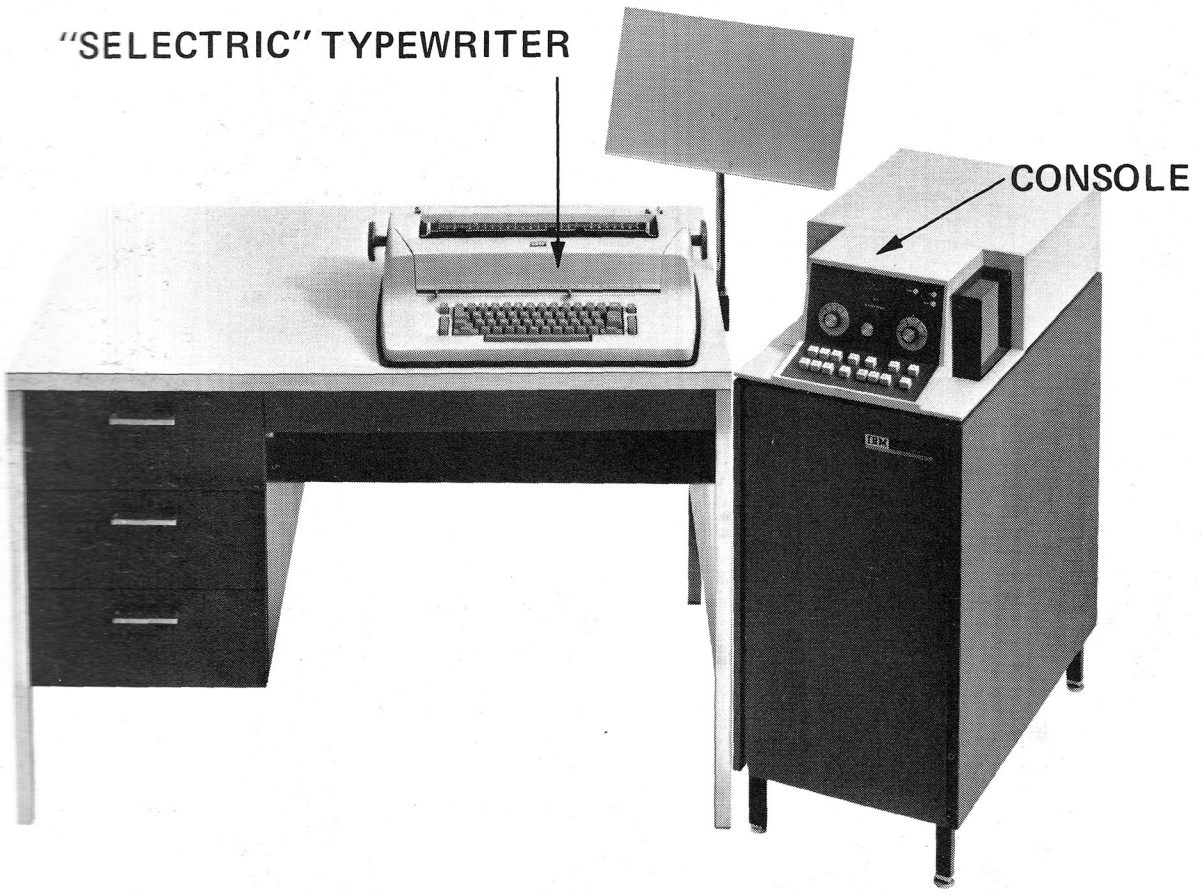


All type, 12 points or less, was set on IBM Composing Equipment.

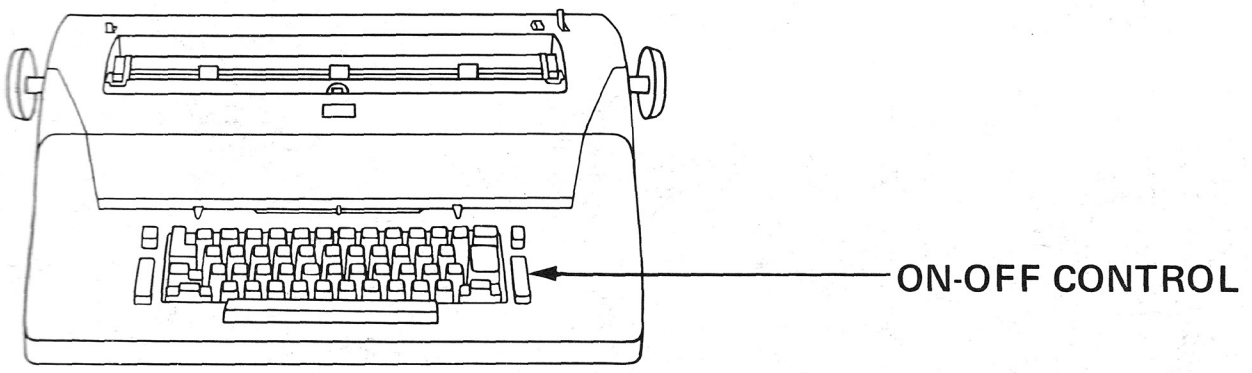

ERROR
ON
READY
01
REFERENCE NUMBER
AUTO
START
PLAY
RECORD
SKIP
LOAD
UNLOAD

This is the Magnetic Tape "Selectric" Typewriter — often called the MT/ST.

The MT/ST has two parts: the "Selectric" Typewriter and the Console.



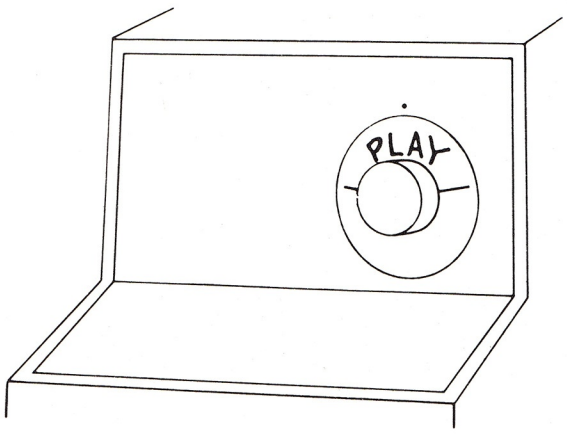
The typewriter and the Console are both turned on by using the On-Off Control on the typewriter.



Turn on the MT/ST.

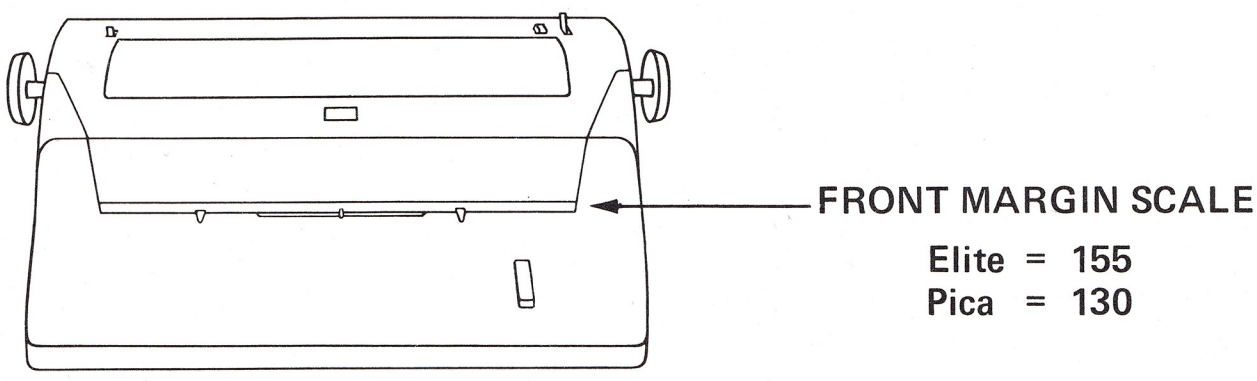
Notice the ON LIGHT on the Console is now lighted.

When making typewriter adjustments, the Right Dial on the Console must be set in PLAY.



Set the Right Dial on PLAY.

The last number on the Front Margin Scale of your typewriter will tell you if you have an elite or pica typewriter.

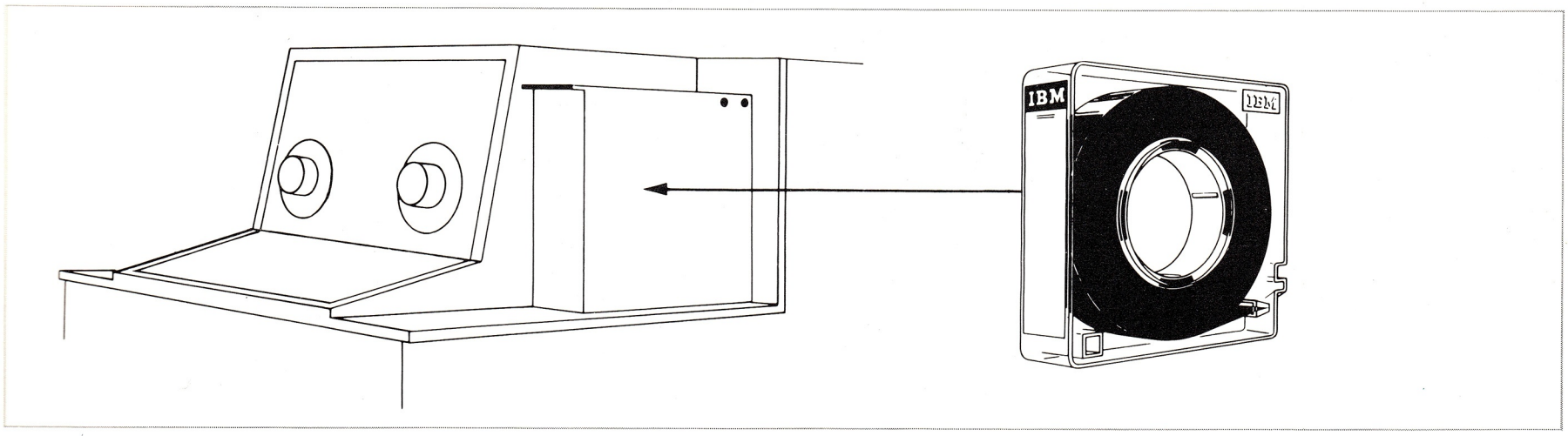


Make the following typewriter adjustments:

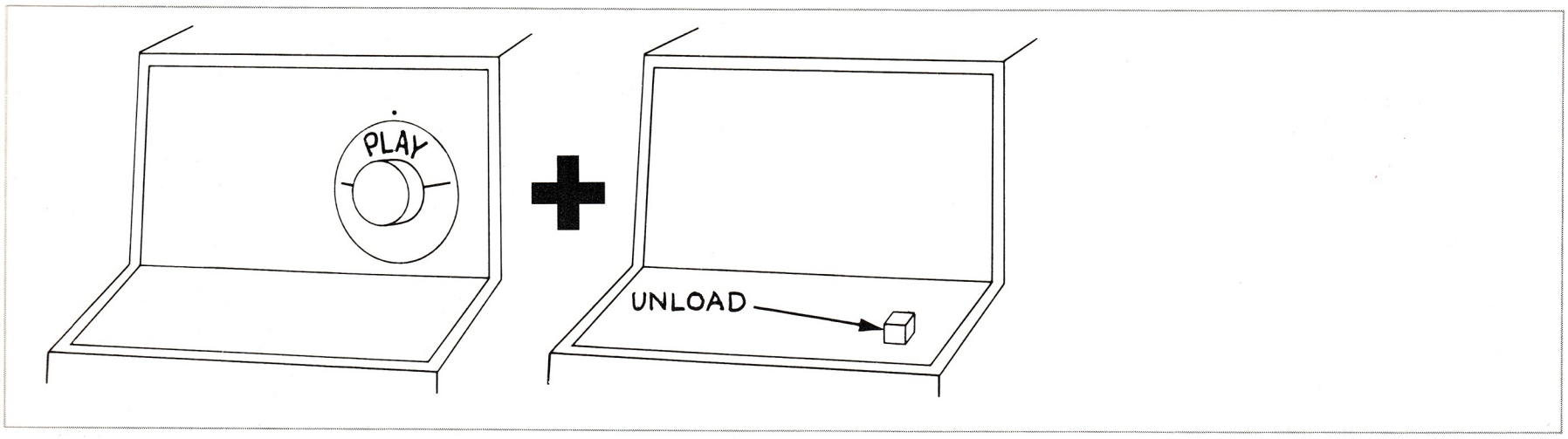
Elite	Pica
Margins at 20 and 85	Margins at 10 and 75
Paper Guide at Zero	Paper Guide at Zero
Single Spacing	Single Spacing
Tabs set every fifth space to 85* (25, 30, 35, 40, 45, etc.)	Tabs set every fifth space to 75* (15, 20, 25, 30, 35, etc.)
Insert a sheet of paper	Insert a sheet of paper
Return the Carrier to the left margin	Return the Carrier to the left margin

*The practice exercises will fit these tab settings. Be sure to leave the tabs set while working through the book.

You will be using a magnetic tape. The tape cartridge fits on the Tape Station on the Console.

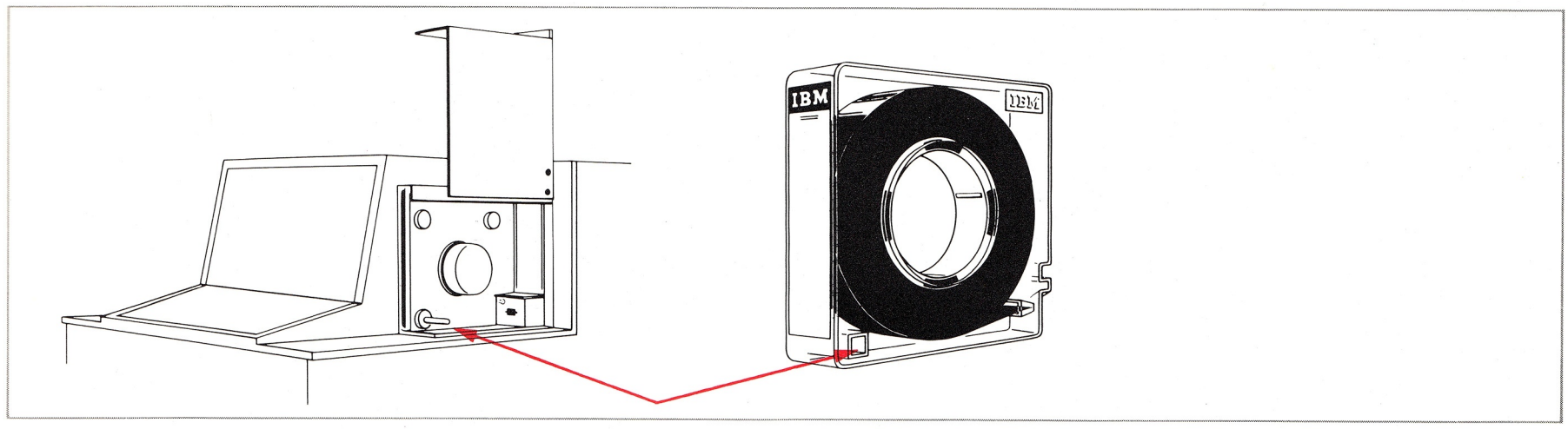


To lift the Station Cover, you must hold down the UNLOAD BUTTON.

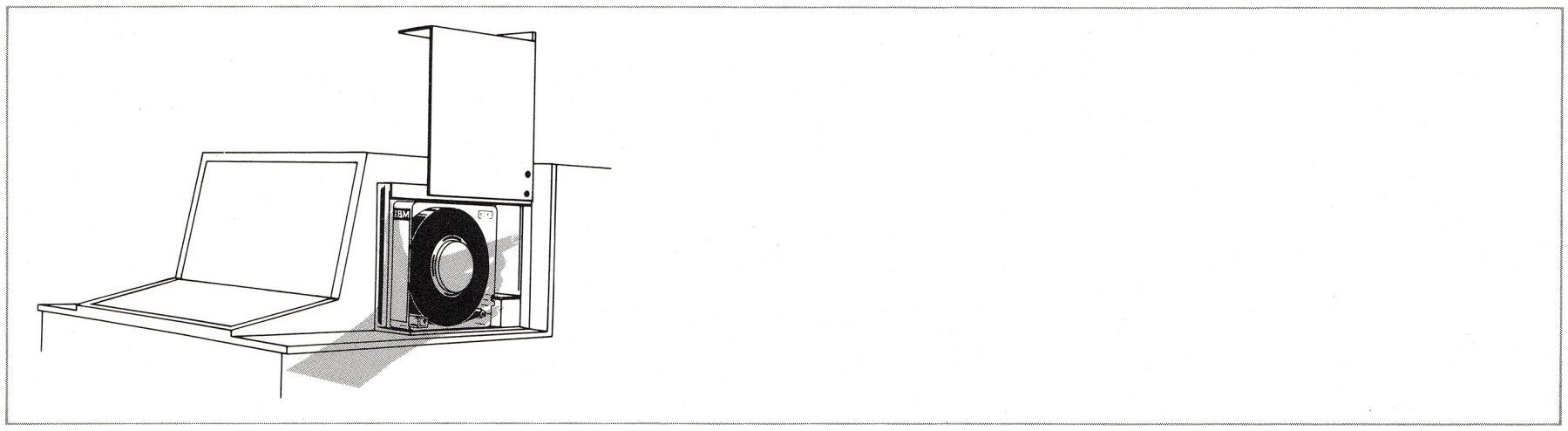


Lift the Station Cover.

The square hole in the cartridge slides over the round peg on the Tape Station.



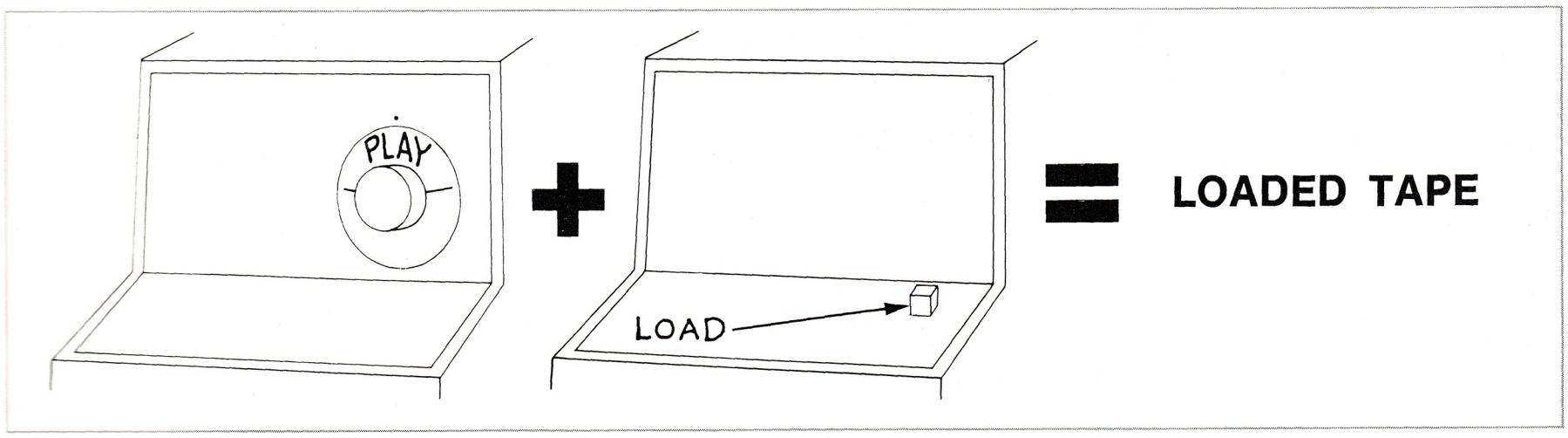
Rest the cartridge on the outside edge of the Tape Station. Using the flat of your hand, push the cartridge firmly until you feel it snap into place.



Wiggle the cartridge off and practice inserting it into the Tape Station two or three times.

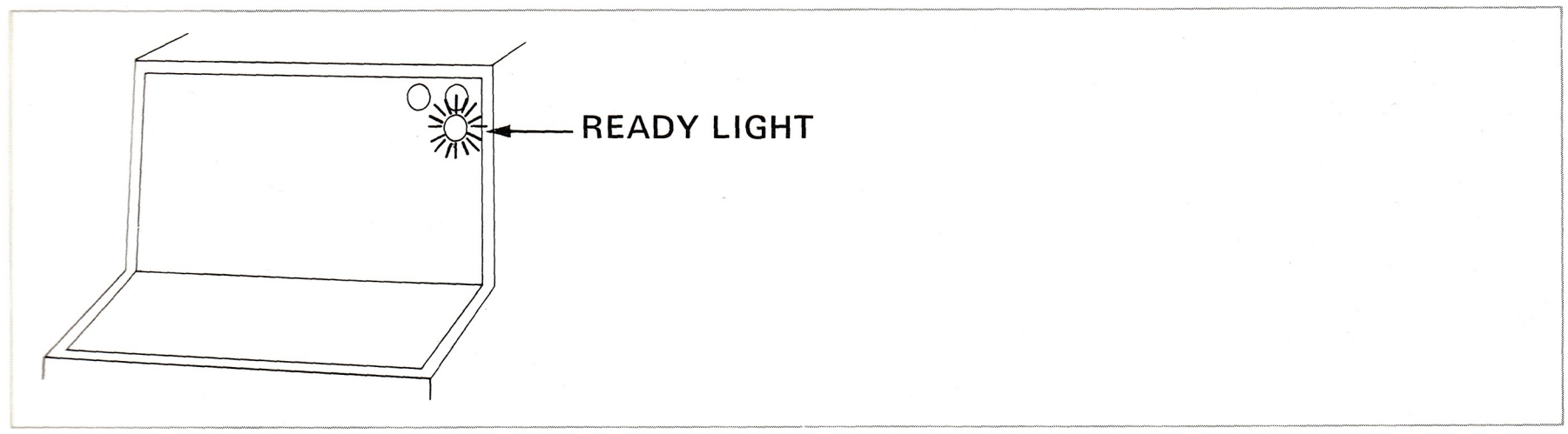
Once it is firmly in place, close the Station Cover.

You are ready to load the tape into the Console.



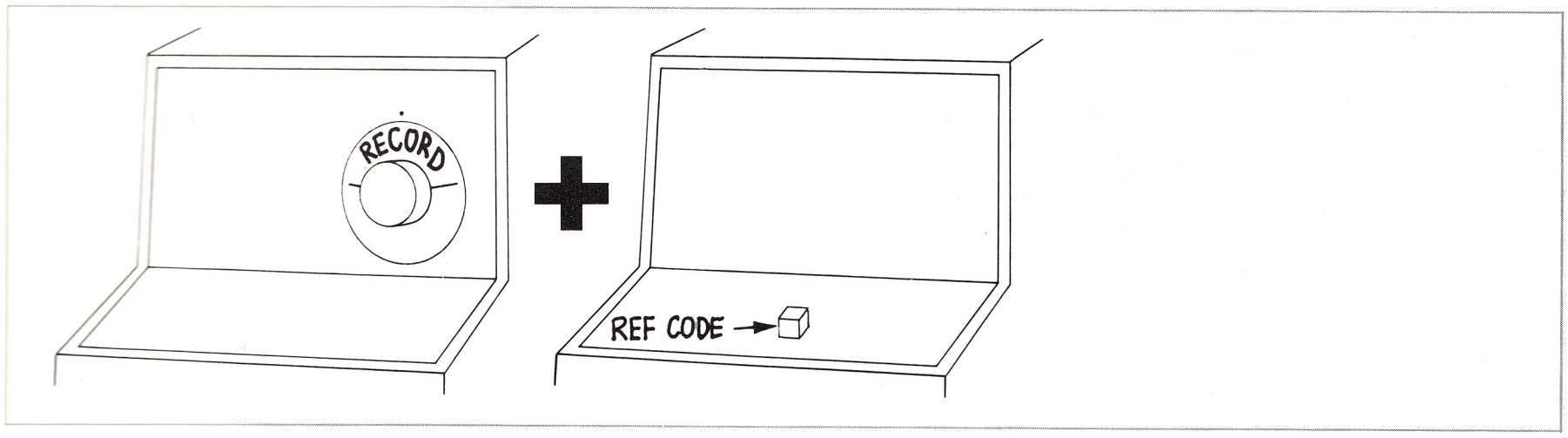
Depress the Load Button once and release it.

Look at the READY LIGHT on the Console.



Only when the cartridge is inserted and the tape is loaded does the READY LIGHT come on.

After the tape is loaded, you must mark the beginning of the tape.

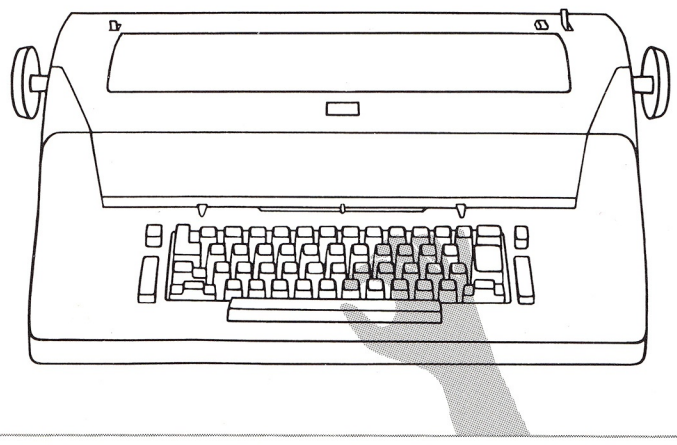


Turn the Right Dial to RECORD.*
Depress the REF CODE Button on the Console once.

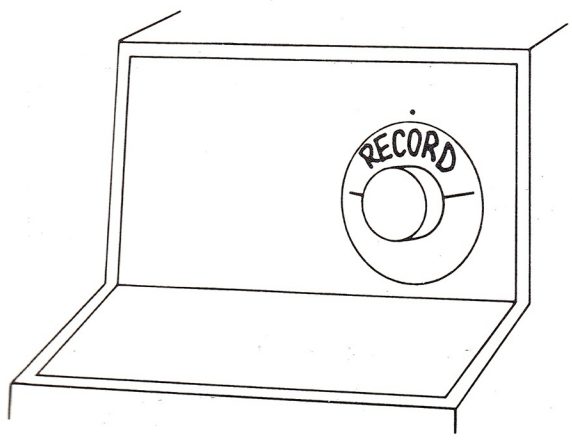
*NOTE: If the Error Light on the Console should come on, refer to the Error Light section of the WHAT HAPPENED? booklet.

Recording on magnetic tape allows you to type at your very fastest speed because you do not have to worry about typing errors. You may now strike over your mistakes.

When you make a typing error, just backspace to the error. Then type everything again from that point.



Before any material can be recorded on the tape, the MT/ST must be set to Record.



Check to see that the Right Dial is set in RECORD.

(You may notice an unusual sound or echo when you are recording. This is a normal sound and may be used as a check on whether or not you remembered to set the Right Dial in Record.)

EXERCISE 1

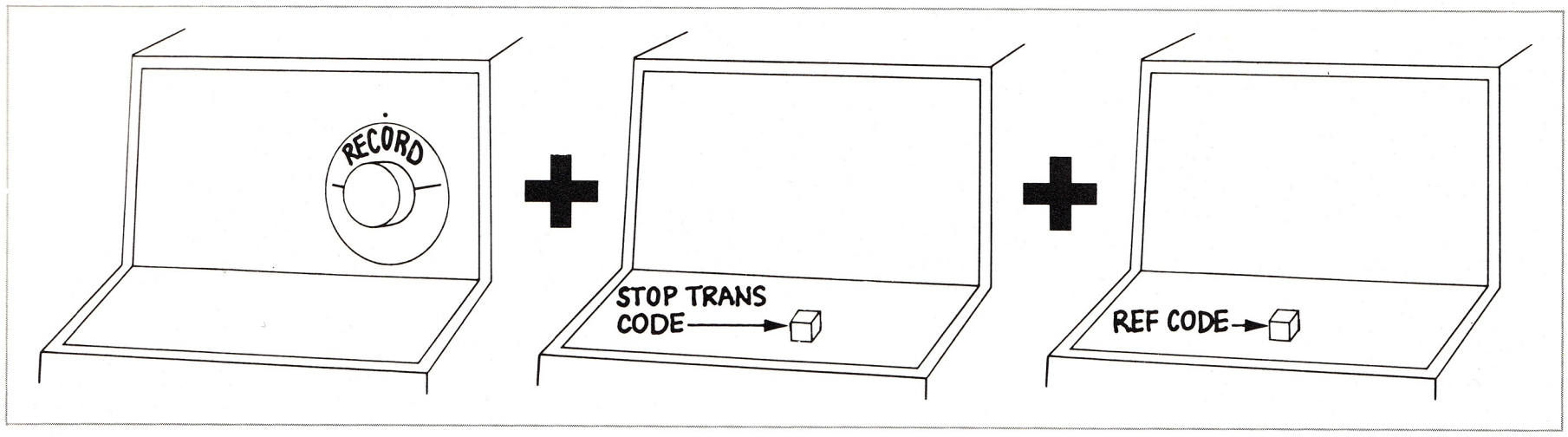
1. Type the exercise below line for line.
2. Backspace and strike over any typing errors. Then retype everything from that point. Once you have Carrier returned, ignore any errors you did not catch.
3. Carrier return (CR) twice after the last word in the exercise.
4. Relax!

```
The mailing could consist of a letter announcing a new product,
describing its uses and listing prices.  I think we could also
include the announcement photograph of the product.  The letters
should be received by the customers on the morning of the radio,
television, and newspaper announcement. CR
                                       CR
```

NOTE: If the keyboard should lock up and the Error Light on the Console come on while you are recording, refer to the Error Light section of WHAT HAPPENED? booklet.

The MT/ST must be told two things at the end of each recorded section of material:

1. Playback should stop here.
2. This is the end of a section.



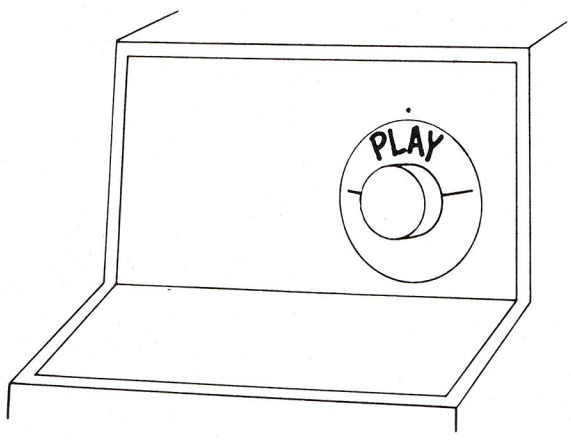
Depress the STOP TRANS CODE Button.

Depress the REF CODE Button.

Notice that neither of these codes printed on your paper, even though they recorded on the tape.

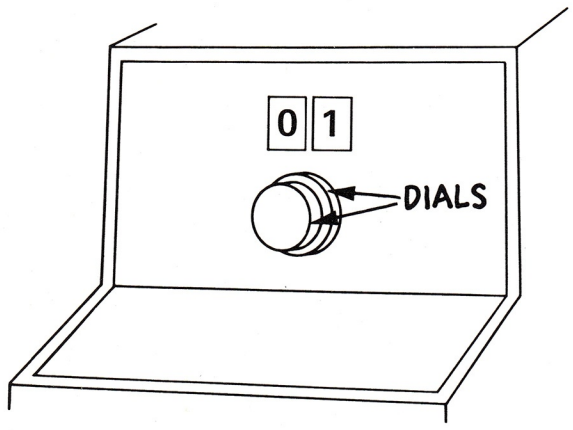
NOTE: When operating your MT/ST, keep all personal items (such as bracelets, fingers, hair) away from the open part of the typewriter.

Now you will play back the exercise you recorded on the tape.



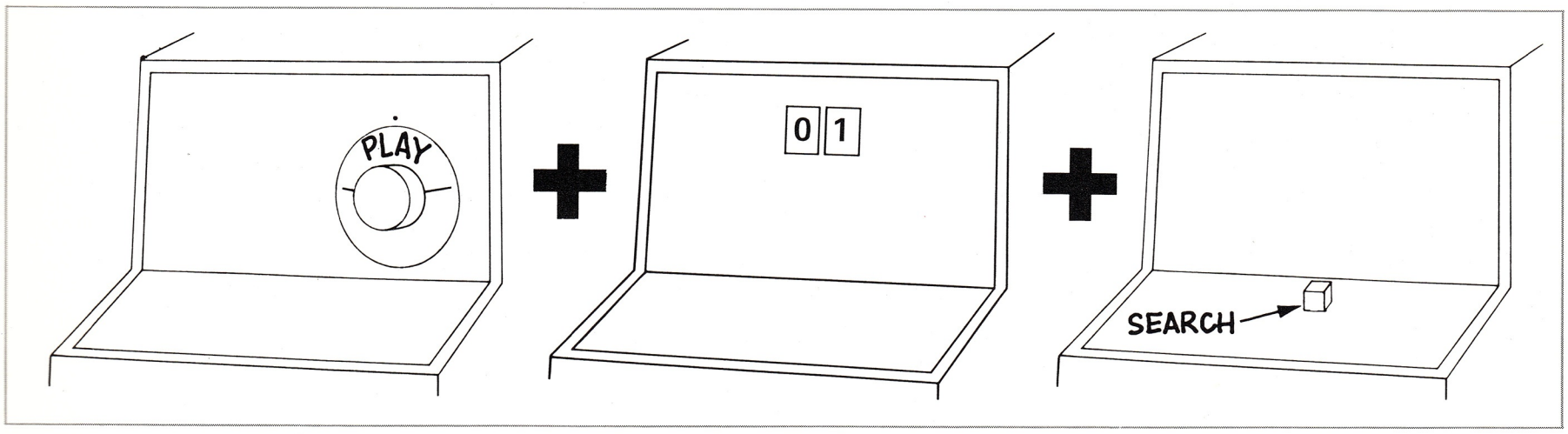
Turn the Right Dial to PLAY.

You have Exercise 1 recorded.



Using the two black dials, move the number in the Reference Number Window to 01.

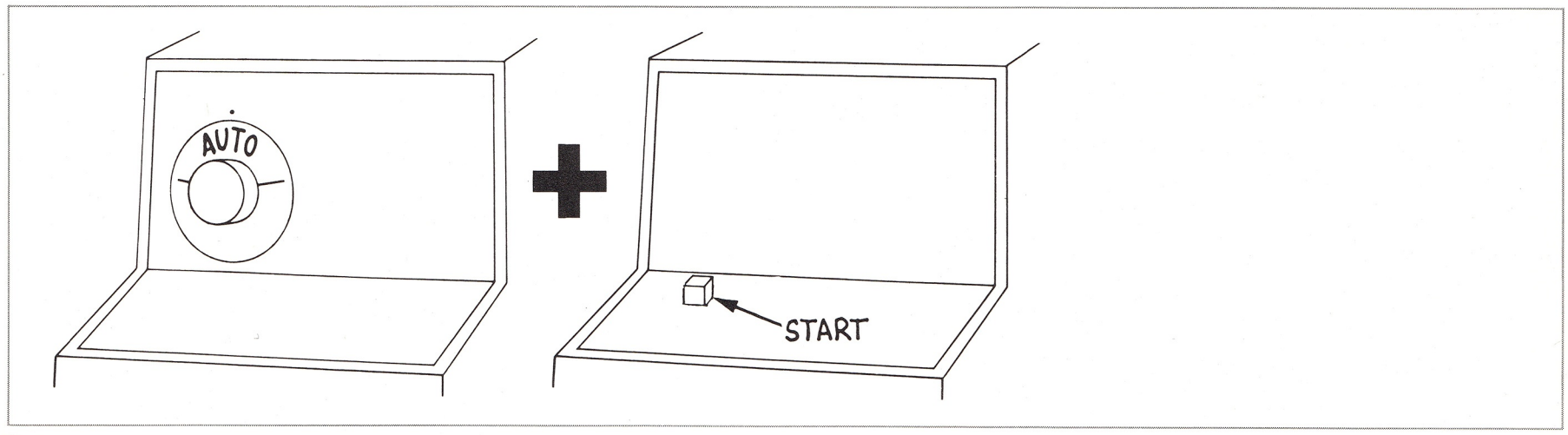
Now the tape must be moved back to the beginning of the exercise.



Depress the SEARCH BUTTON.

Listen for the noise.

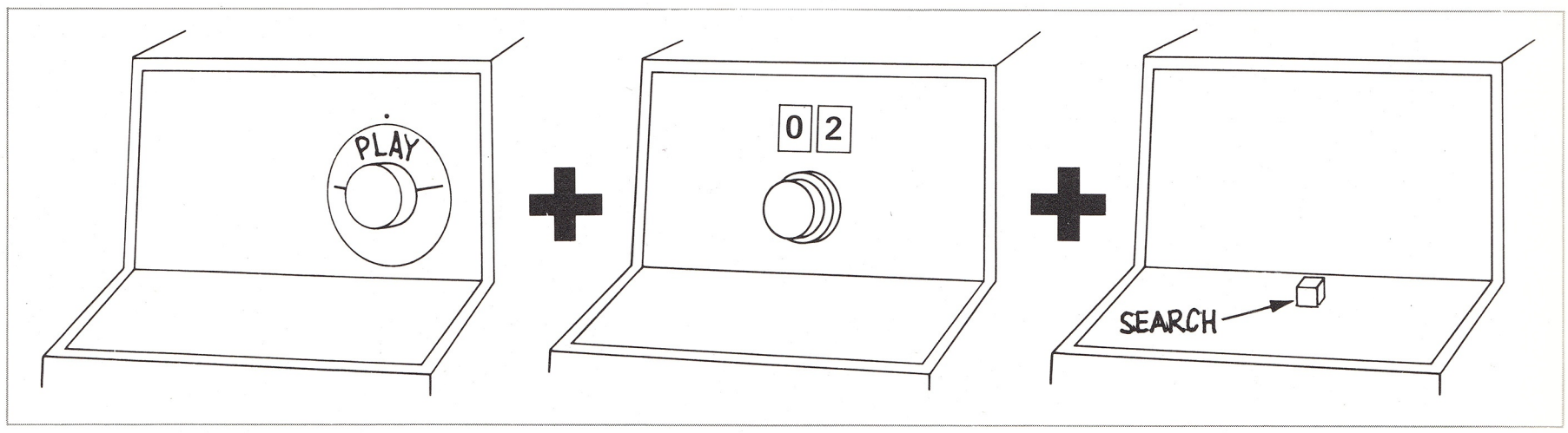
Watch the Ready Light flash off and on.



Turn the Left Dial to AUTO.
Depress the START BUTTON.

NOTE: If the keyboard should lock up and the Error Light on the Console come on while you are playing back, refer to the Error Light section of the WHAT HAPPENED? booklet.

You are now ready to record a second exercise.



Dial 02 in the Reference Number Window.
Depress the Search Button.
When the noise stops, turn the Right Dial to RECORD.

EXERCISE 2

1. Type the exercise line for line, including any misspelled words and errors.
2. When you reach the ▼ , backspace to the misspelled word or error and retype all the characters from that point. (If you backspace too far, you must retype everything from where the Carrier is stopped.)
3. Record 2 Carrier returns (CR), a Stop Trans Code (STC), and a Ref Code after the last word of the exercise.

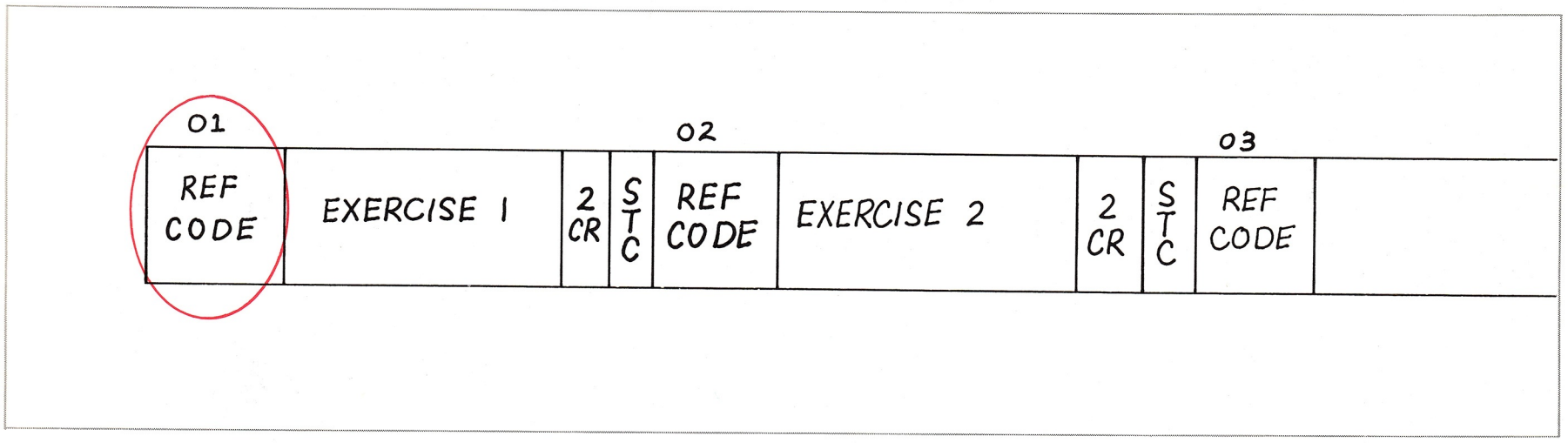
A principal quelity▼ of a good secretary is efficiency. The busy secretary is required every day to handle al sorts▼ of papers. One way to alleviate the shurtage▼ of secretaries is to free them from the burden of time-consuming chores, and shortcuts will help do this. 2 CR
STC
REF CODE

Play back the exercise.

1. Right Dial in PLAY.
2. Dial 02 in the Reference Number Window.
3. Depress the Search Button.
4. When the noise stops, depress the Start Button.

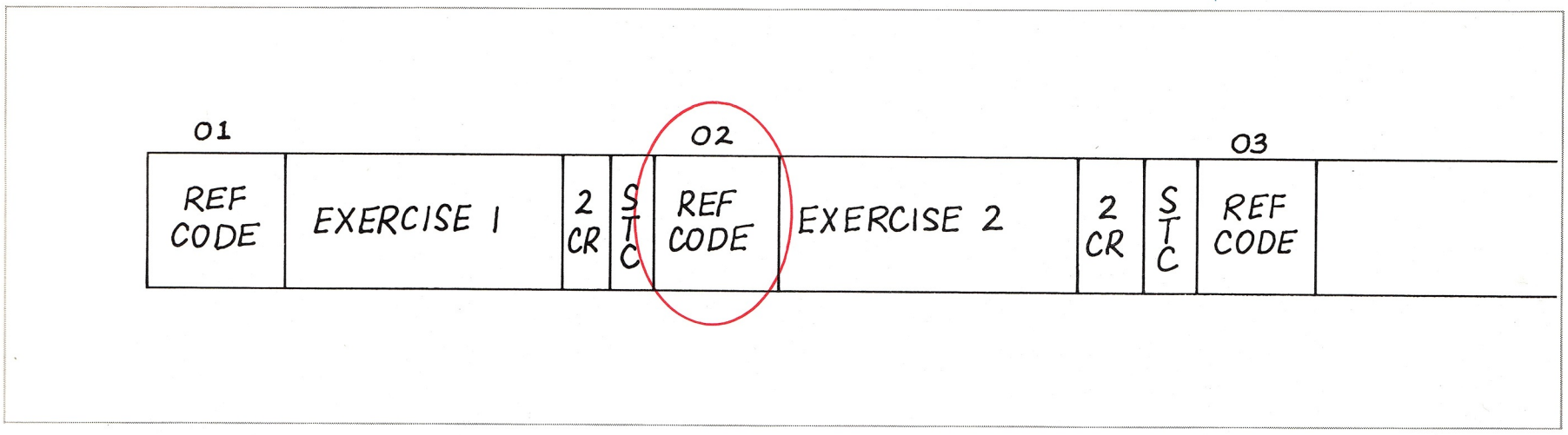
Reference Codes are used to divide sections of material on the tape.

You recorded a Reference Code (Ref Code) on the tape during the loading process. This was the first Ref Code on the tape:



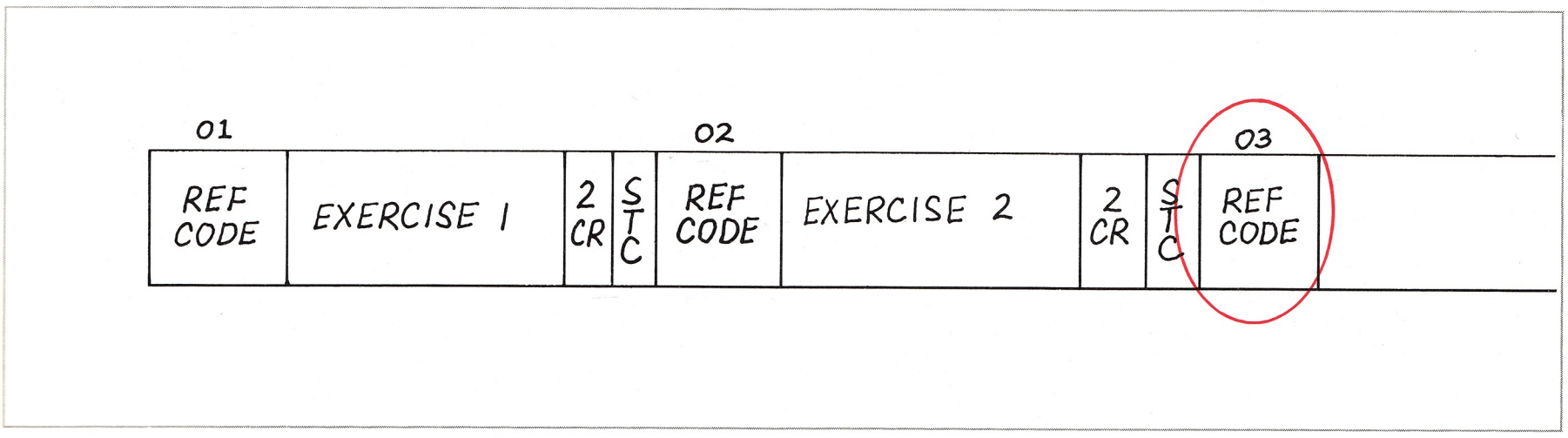
This prepared the tape for the first section of material you recorded (Exercise #1).

You ended Exercise #1 with a Ref Code:



This prepared the tape for Exercise #2.

You ended Exercise #2 with a Ref Code.



This prepared the tape for the next material to be recorded.

Preparing the tape should become a recording habit—end each section of material by recording:

2 CR
STC
REF CODE

You recorded and then played back each of the first two exercises. If you have more than one section of material to be recorded, it is faster and easier to record them all, one after another, before playing any of them back.

1. Set up the MT/ST to record the following exercises.
   a) Right Dial in PLAY.
   b) Dial 03 in the Reference Number Window.
   c) Depress the Search Button.
2. Turn Right Dial to RECORD.
3. Record the exercises one after another.
   Do not search or change the number in the Reference Number Window between exercises.
4. Remember to type the ▼, then backspace to the error and retype everything from that point.

EXERCISE 3

If pages or envelopes cause little cuts onyour▼ fingers, use a bit of cellophane tape on that portoin▼ of the finger where the sharp edges hit. 2 CR
STC
REF CODE

EXERCISE 4

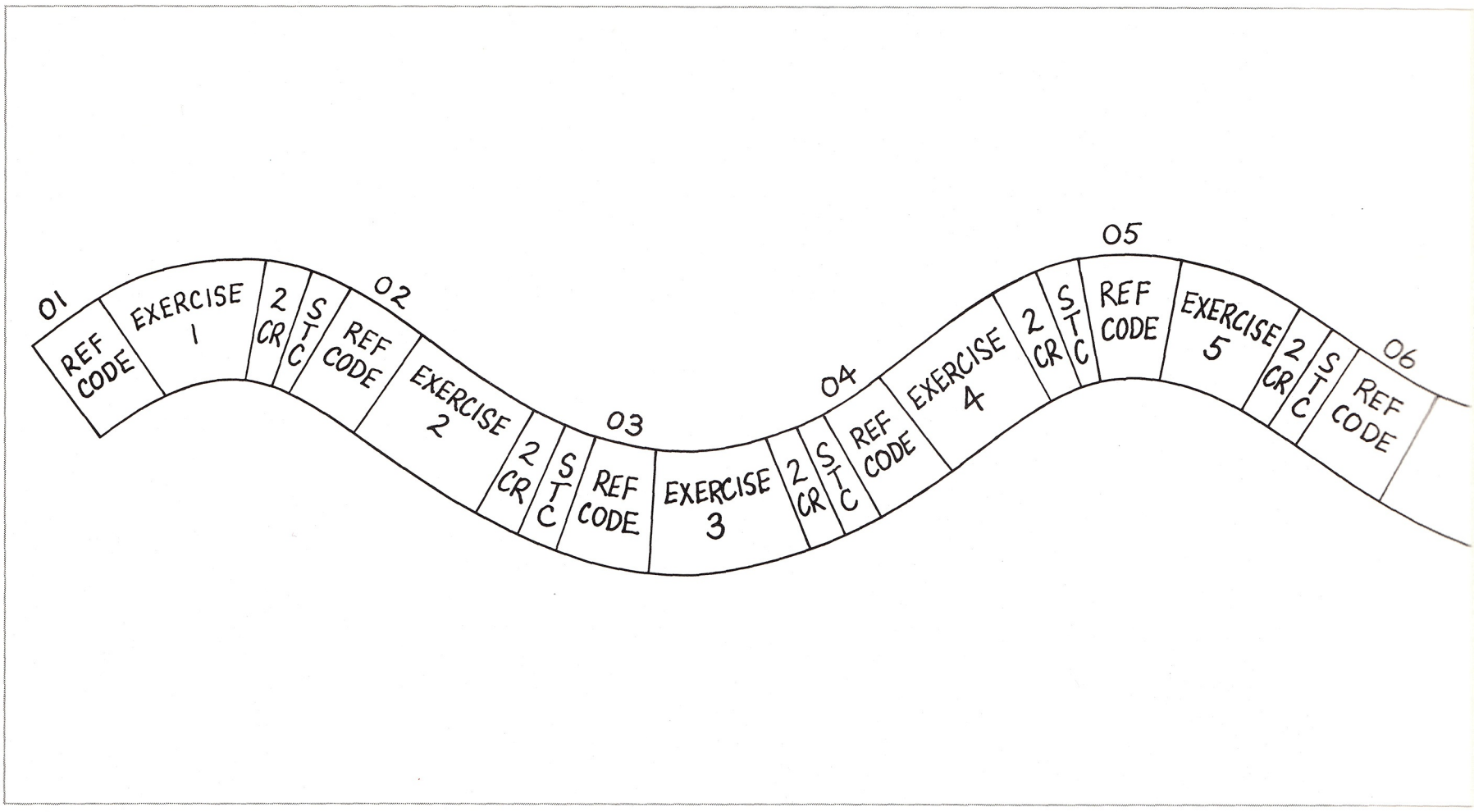
If you must tipe a▼ return address, let the paper bail hold the envelope in place by lifting up the flap. This will eliminate "gost"▼ characters. 2 CR
STC
REF CODE

EXERCISE 5

You must backspace one space at a time when you are close to the left margin to avoid backing the tape up into the previous line.

Before removing a letter, drop the envelop between▼ the litter and▼ the platen. When you remove the letter, the envleope▼ will be in the correct position. 2 CR
STC
REF CODE

Your tape now looks like this:

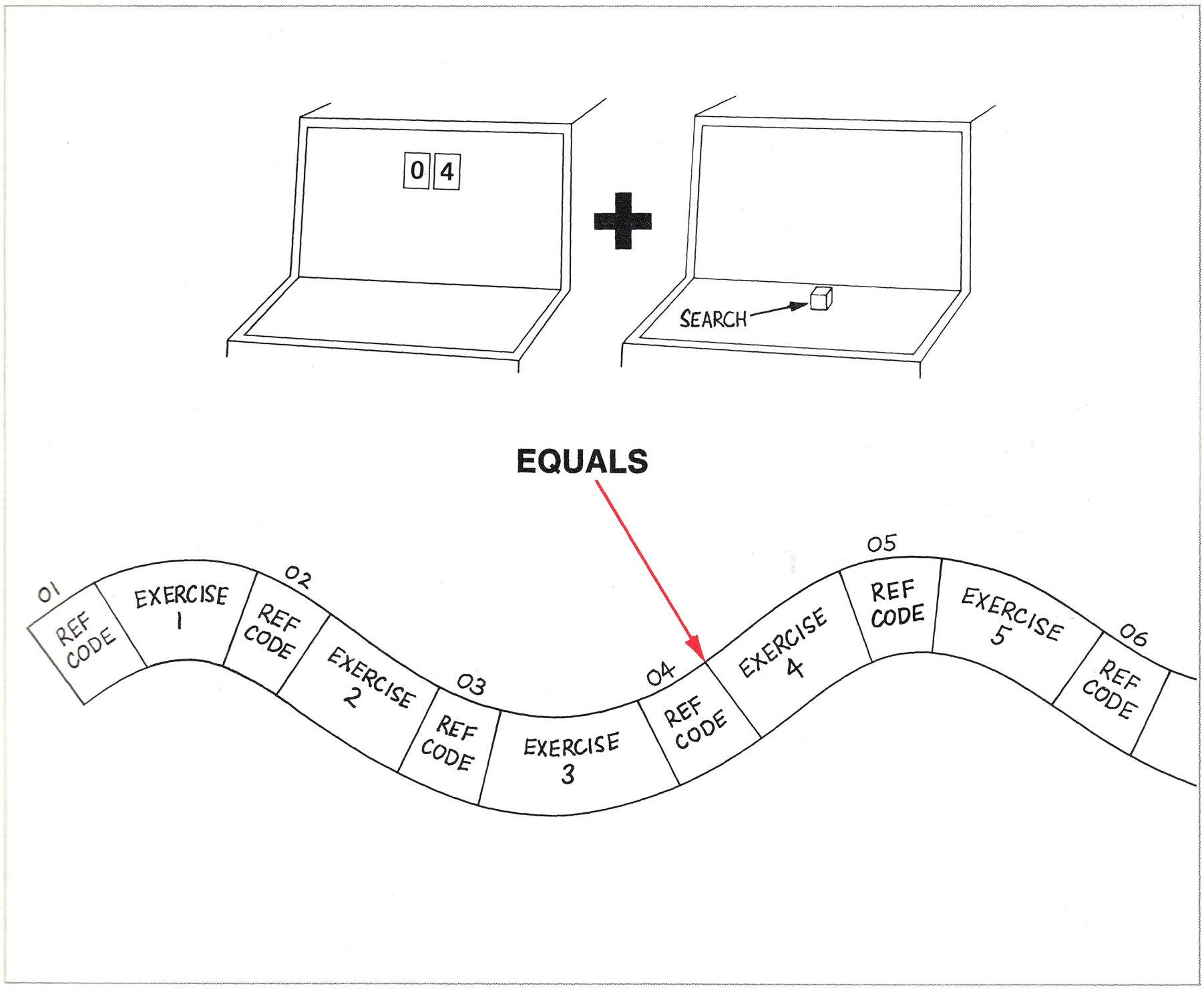


Ref Codes act like page numbers on the MT/ST. The first Ref Code is followed by Exercise #1, the second Ref Code is followed by Exercise #2, etc.

Why is the tape following the sixth Ref Code blank?

Answer: You have recorded only five sections of material.

The MT/ST finds sections of material for playback by searching for Ref Codes. The number in the Window only tells the MT/ST which piece of material you are going to search for.
You must depress the Search Button to make the MT/ST actually go to that material on the tape.



Turn the Right Dial to PLAY.
Dial 04 in the Window. Depress the Search Button. When the noise stops, depress the Start Button.

Did Exercise 4 play back? If not, reread page 13 and rerecord exercises 3-5.

Play back Exercise 5.
Play back Exercise 3.



Batch Recording and Playback

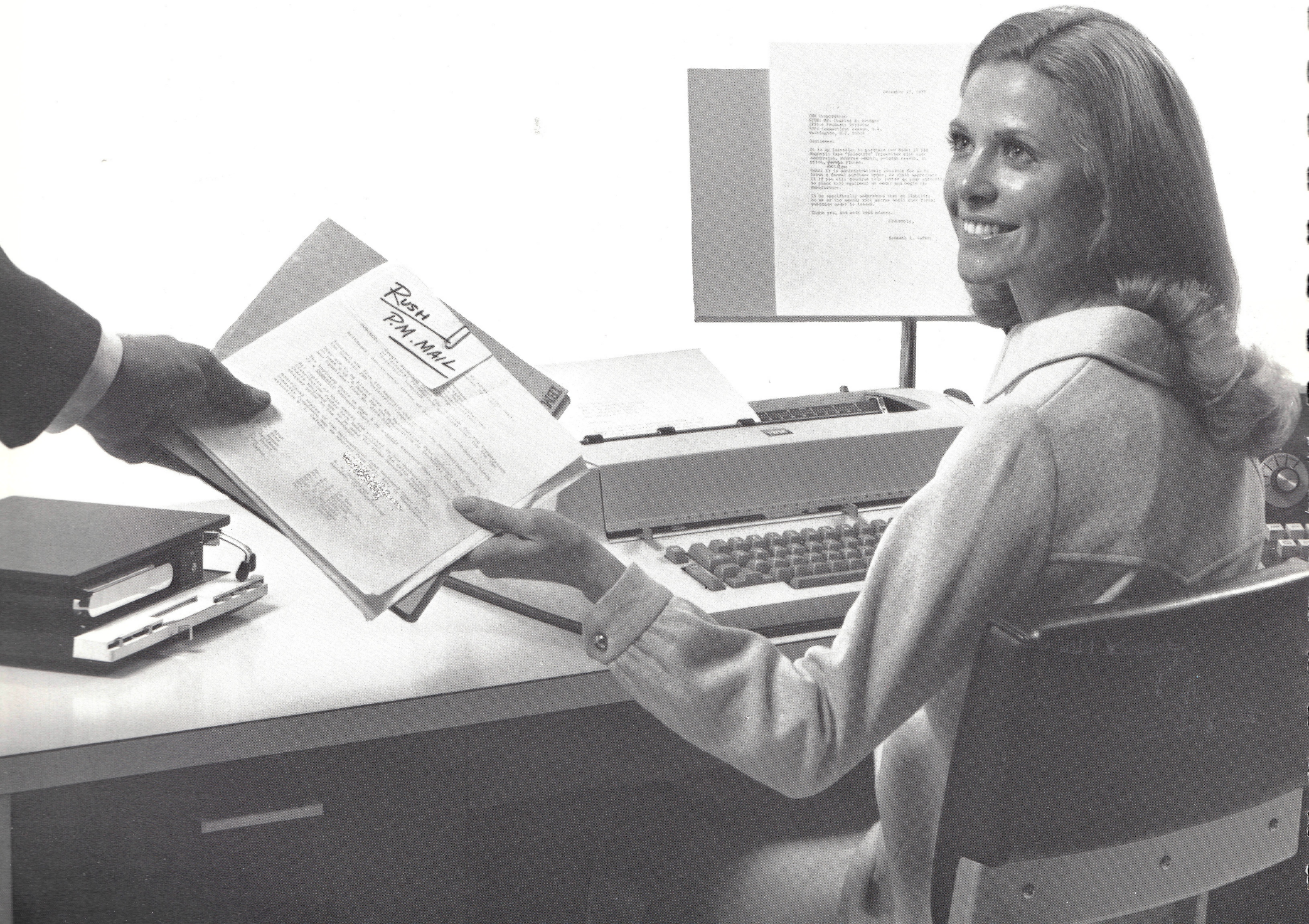
Pretend you are in your office two weeks from today. Your boss, Mr. Samuals, comes running out of his office at 10:30 with four letters he needs immediately.

You will get these letters finished faster by "batching" them. This means recording several letters or projects one after another before searching or playing back any of them.

Because you do not need to save the five exercises you have recorded on the tape, you will erase these exercises by recording the following letters over them.

1. Search Ref Code 01. (Turn to Play, dial 01 in the Window, and depress the Search Button.)
2. Turn the Right Dial to RECORD. Record these letters one after another. (Do not search between letters.) Use a separate sheet of paper for each letter.
3. Take advantage of magnetic recording; relax and type fast. Backspace fast, too.*
4. Do not worry about typing errors you do not catch immediately. You will soon learn how to correct them.

*The only time you backspace carefully is when you are near the left margin.



Date

Mr. Richard Suhr
4009 Far West Boulevard
Clinton, New York 11000

Dear Mr. Suhr:

Men who hold positions like yours must move very quickly. They must have necessary records at their fingertips, not scattered throughout the office. This is why the Haller Record System is essential.

One of our men will be glad to analyze your record system. He is trained and experienced to recommend changes which can save your company money. Call or write us today for information.

Sincerely yours,

Robert Samuals

RS/sbh/01
2 CR
STC
REF CODE

Date

Mr. John Hildebrand
302 Faxton Street
Lexington, New York 14900

Dear Mr. Hildebrand:

Each order we send you shows that we are satisfied with your ability to supply good materials and service. We like doing business with you, and we are asking your help.

Our relationship will be strongest if it is kept on a sound business basis. You can contribute to this by seeing that no favors of any kind are ever given to our employees.

Yours very truly,

Robert Samuals

RS/sbh/02
2 CR
STC
REF CODE

Date

Mr. Richard Powell
Leeds Furniture Company
589 Genesee Street
Syracuse, New York 13200

Dear Mr. Powell:

Thank you for your letter of January 8. We are asking Mr. Bill Parry to call on you Tuesday morning, February 2, to begin the survey.

Enclosed is a list of data Mr. Parry will need. If it can be available when he arrives, he can complete his work with a minimum of interruption to your staff.

Sincerely yours,

Robert Samuals

RS/sbh/03
enclosure
2 CR
STC
REF CODE

Date

Mr. William P. Johnson
Kingland Mills School System
3546 Burrstone Road
New Hartford, New York 14200

Dear Mr. Johnson:

The enclosed catalog lists our complete line of school and office filing equipment. This year we have added a variety of desks, typing tables, and chairs to our line.

We are sure you will want to review the changes before the next semester begins.

Sincerely yours,

Robert Samuals

RS/sbh/04
enclosure
2 CR
STC
REF CODE

Here is a method of logging or keeping track of material you have recorded on tape.

LOG

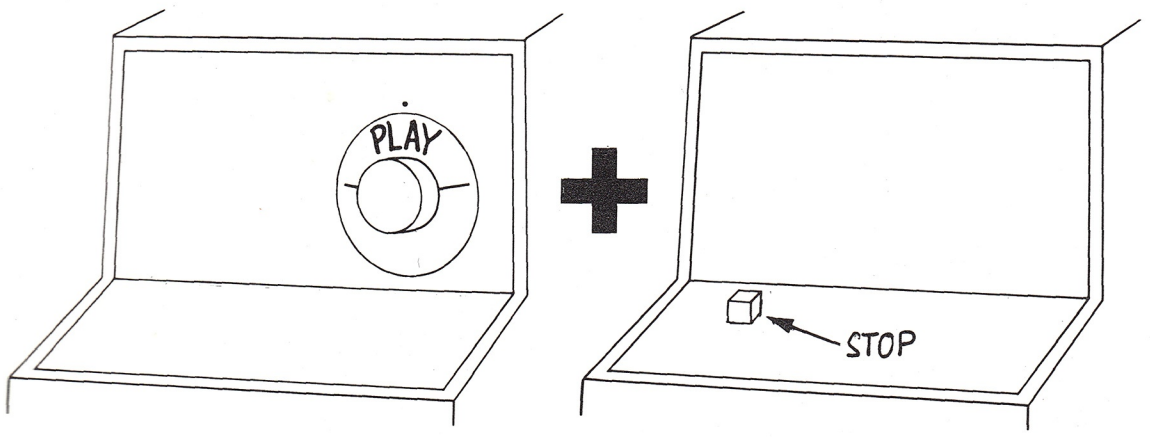
REF CODE	MATERIAL
01	Suhr letter
02	Hildebrand letter
03	Powell letter
04	Johnson Letter
05	
06	

You have just finished recording the four letters for Mr. Samuals when he appears at your desk looking a little frantic. He must have the Johnson and Hildebrand letters right away.

1. Insert bond paper in the typewriter.
2. A Reminder Card with the steps for playback is in the back of the book. Take this card out and place it by your typewriter.
3. Using the Reminder Card and the log above, play back the two letters he needs first.
4. Then play back the other letters.

Occasionally it will be necessary to stop playback on the MT/ST immediately. For example:

- to answer the telephone
- to insert a sheet of paper
- to help a customer or another employee



To stop playback immediately, depress the STOP BUTTON.

Do not use the On-Off Control.

Search Ref Code 02.

Depress the Start Button. After a few lines have played back, depress the STOP BUTTON.

Play back the rest of the letter and practice using the Stop and Start Buttons several times.

THIS IS THE FIRST OF SEVERAL GREEN REVIEW SHEETS.
USE THEM WHEN YOU WISH TO REVIEW.

FOR REVIEW:

- RECORDING

  Right Dial must be set in RECORD to record material on the tape.

  Use the Backspace Key to correct a typing error. Backspace to the error and retype.

  If you backspace beyond your error, you must retype everything from where the Carrier is stopped.

  Backspace carefully and slowly near the left margin.

  Codes record on the tape but do not print on your paper.

  End each section of recorded material with 2CR/STC/Ref Code.

  It is faster and more convenient to "batch record" material when possible. Remember, do not turn the number in the Reference Number Window or search between projects.

- PLAYBACK

  Set the Right Dial in PLAY to:

  - make typewriter adjustments
  - search for material
  - play back material

  To locate a section of material:

  1. Right Dial in PLAY.
  2. Dial the desired Ref Code number in the Reference Number Window.
  3. Depress the Search Button.

  Use the Stop Button to stop playback immediately.

  Use the Reference Number Window only when searching.

- LOADING A TAPE

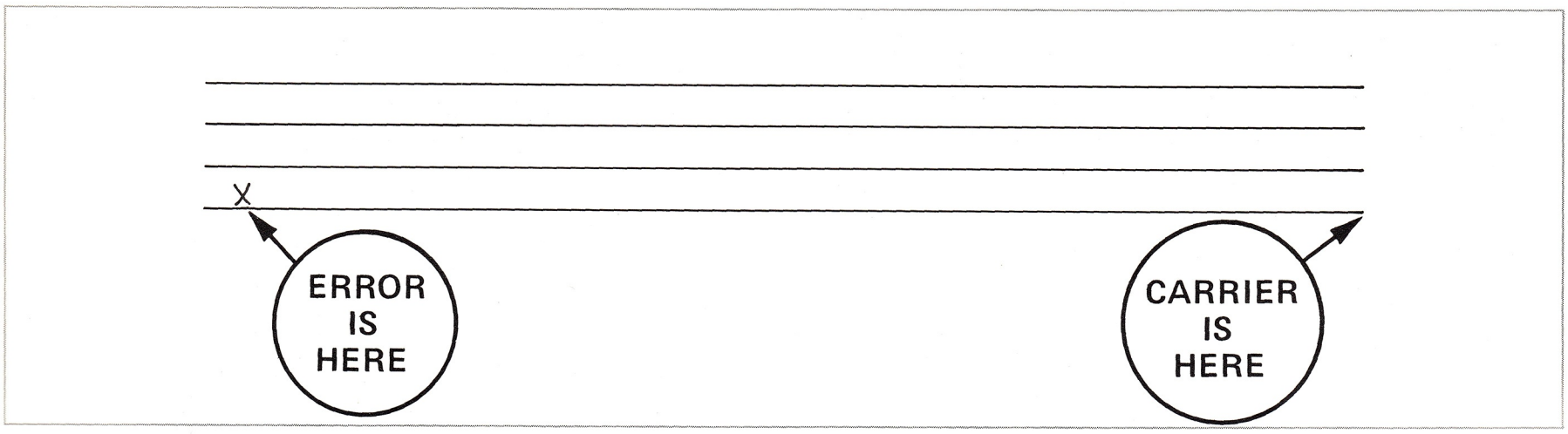
  Use the Reminder Card in the back of the book when loading a tape.

- ERROR LIGHT

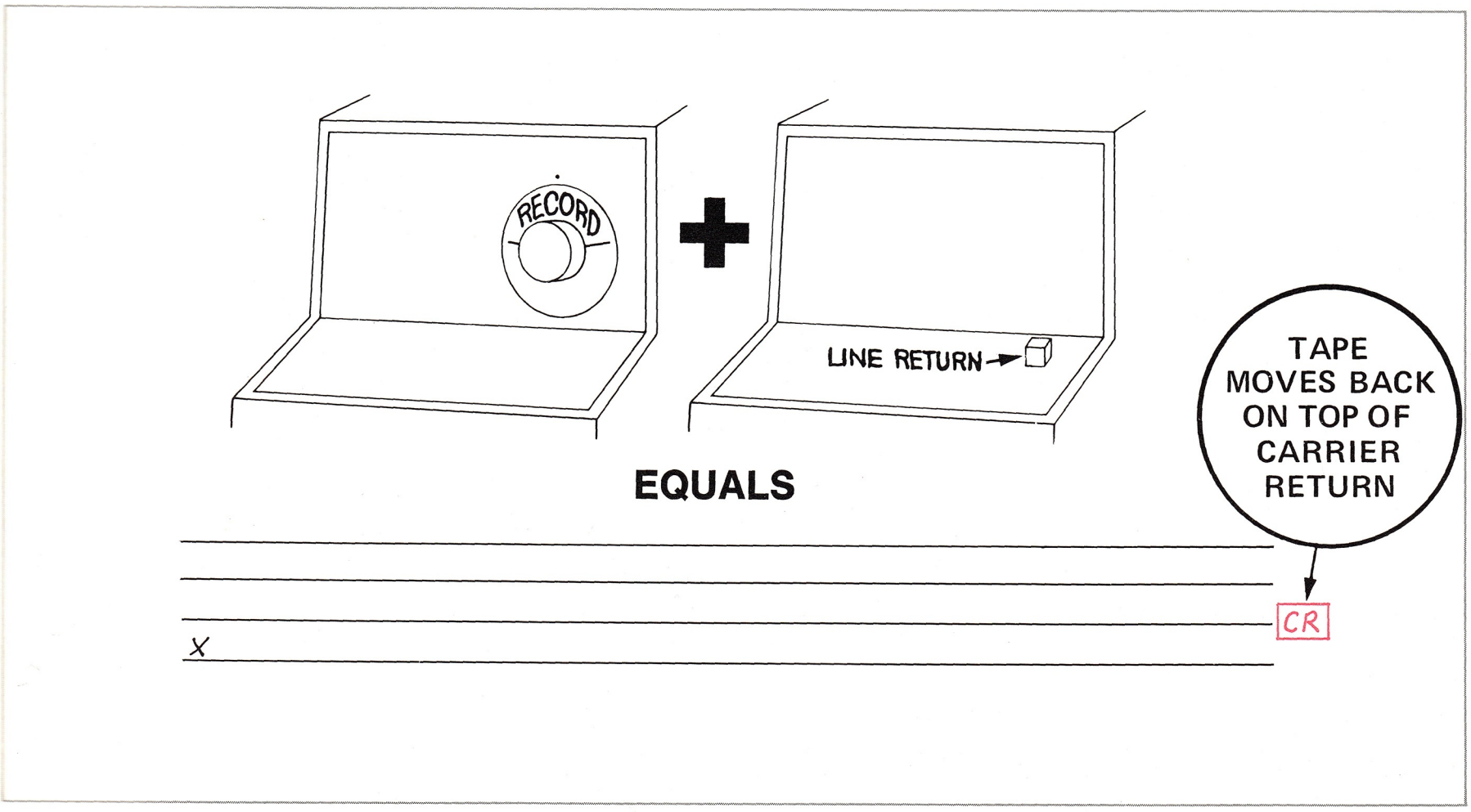
  Refer to the Error Light section of the WHAT HAPPENED? booklet.

Up to now you have used the Backspace Key for all corrections. Sometimes it is inconvenient or impossible to use the Backspace Key.

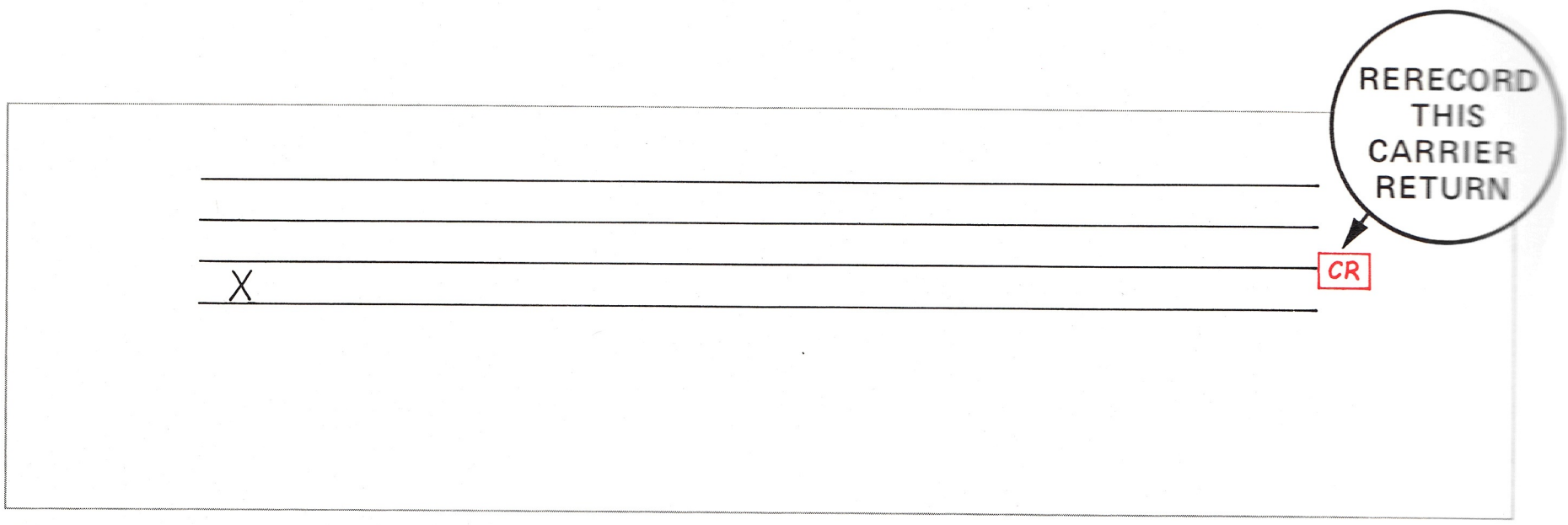
For example, assume you discover an error at the beginning of the line you have just typed:



You can use the LINE RETURN BUTTON for this correction. The Line Return is like a "big backspace." When you depress the Line Return Button, the tape moves back to the last Carrier return.

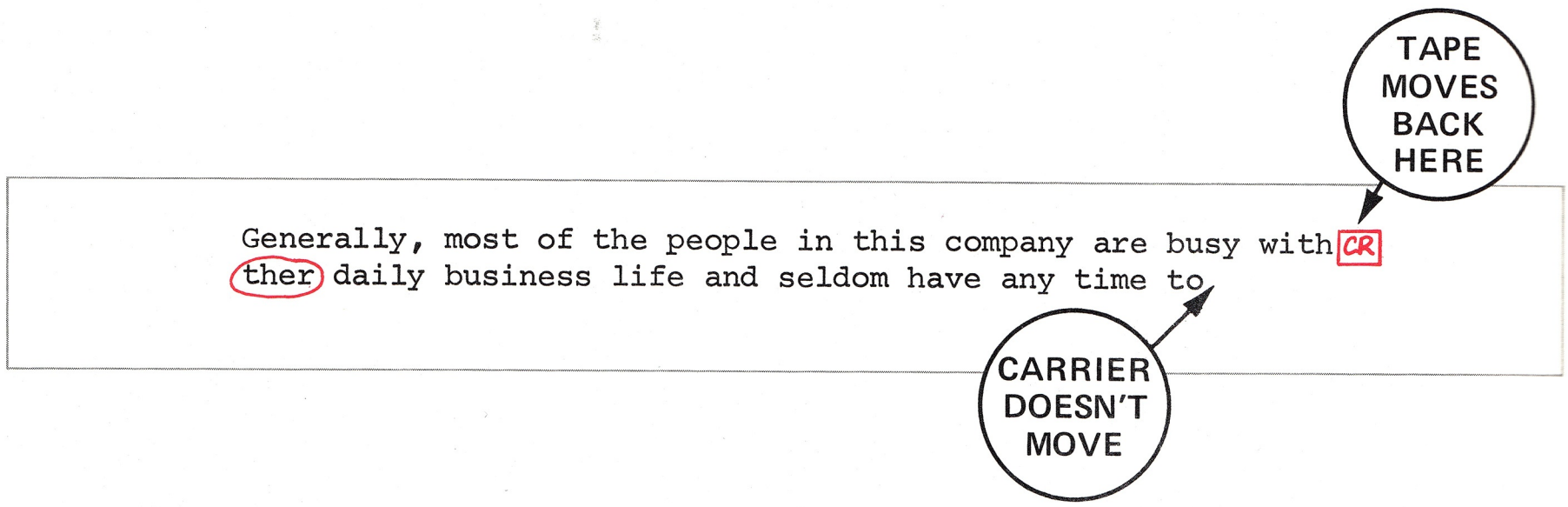


After you Line Return, you must Carrier return . . .

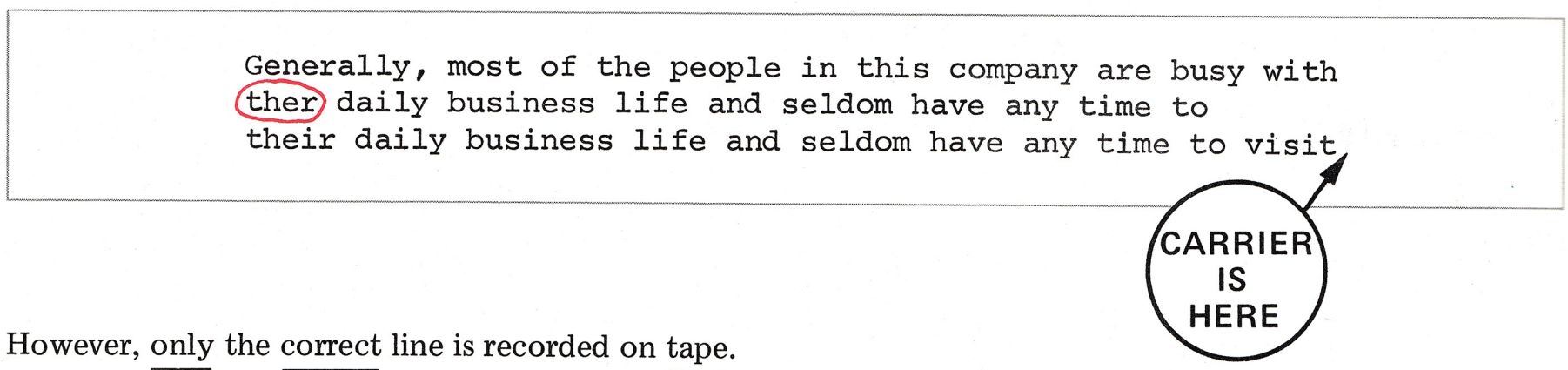


and retype the line.

The Carrier does not move when you Line Return:



Thus when you Carrier return and retype, both the incorrect and the correct line will appear on your paper.



However, only the correct line is recorded on tape.

LINE RETURN EXERCISES

1. Search to Ref Code 01. (Use the Reminder Card for help.)
2. Record line for line (including any misspelled words) until your Carrier reaches the ▼. Then . . .

   Line Return (LR)
   Carrier return (CR)
   Retype (R)

3. Follow these directions exactly (LR/CR/R)
4. Do not roll your paper back. If your typed copy looks strange, don't worry; your tape will be correct.

EXERCISE 1 — Error at Beginning of Line

Generally, most of the people in this company are busy with
ther daily business life and seldom have any time to ▼ (LR/CR/R)
their daily business life and seldom have any time to visit
with other people in their field and discuss the problems
thatwe all face today. They welcome, therefore, the▼
that we all face today. They welcome, therefore, the chance
to learn what business and industry are doing about these
problems. 2CR
STC
REF CODE

EXERCISE 2 — Incorrect Wording

This personnel training program which our general sales manager
tried so hard to organize a few years ago finally ▼ (LR/CR/R)
organized finally became one of the best in the country for
salesmen, and many personnel people asked him to solve their
organization's problems. After several months he▼
training problems. After a year or two, he began selling and
wrote a book about selling. His book, plus his excellent sales
record, has made him an outstanding authority in his field▼
record, have created one of the most outstanding authorities
of our country on salesmanship. 2CR
STC
REF CODE

Play back Exercises 1 and 2. If they play back incorrectly, repeat the exercises.

Sometimes you may discover an error just after you Carrier return:

```
of life insurance.  Your inquiry has been turned over to our
Austin agent, Mr. Jack Smith, Jr., and we have sugested that he
```

CARRIER IS ON A BLANK LINE

To correct this error, you must Line Return twice . . .

```
of life insurance.  Your inquiry has been turned over to our CR
Austin agent, Mr. Jack Smith, Jr., and we have sugested that he CR
```

2

1

Carrier return once, and retype the line.

Your paper will look like this:

```
of life insurance.  Your inquiry has been turned over to our
Austin agent, Mr. Jack Smith, Jr., and we have sugested that he

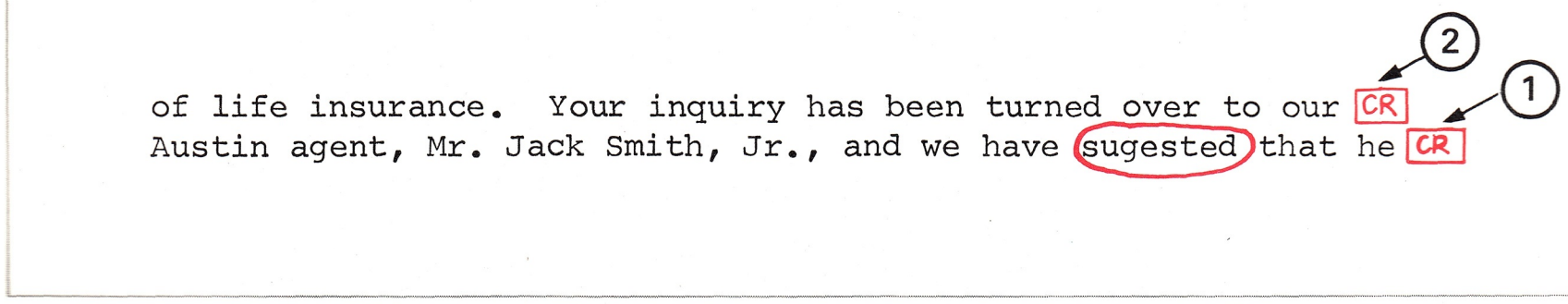
Austin agent, Mr. Jack Smith, Jr., and we have suggested that he
```

When you discover an error just after you Carrier return . . .




```
of life insurance.  Your inquiry has been turned over to our
Austin agent, Mr. Jack Smith, Jr., and we have sugested that he
```

Line Return twice . . .



then Carrier return.

If you forget to Carrier return before retyping, your playback will look like this:

```
of life insurance.  Your inquiry has been turned over to ourAustin agent, Mr. Jack Smit
```

FOLLOW THESE DIRECTIONS EXACTLY.

1. Search to Ref Code 03.
2. Record until your Carrier reaches the ▼. Then . . .

   Line Return twice (LR/LR)
   Carrier return (CR)
   Retype (R)

EXERCISE 3 — Error in Preceding Line

We appreciate your writing us for information on the advantages
of liffe insurance. Your inquiry has been turned over to our
Austin ▼ (LR/LR/CR/R)
of life insurance. Your inquiry has been turned over to our
Austin agent, Mr. Jack Smith, Jr., and we have sugested that he
▼
Austin agent, Mr. Jack Smith, Jr., and we have suggested that he
telephone you soon. Mr. Smith is eminently qualified to give
you the complete story. 2CR
STC
REF CODE

Listen to the sound of Line Returning. A short "blip" means the tape has backed up a Carrier return. A longer "buzz" means the tape has backed up a line of typing and a Carrier return.

EXERCISE 4 — Carrier Return by Mistake

Our sales staff is ready to assist you by providing fast and
convenient s
▼ (LR/LR/CR/R)
convenient service. You will enjoy selecting from our quality
line o
▼
line of smart fashions for every occasion. With so many
exquisite styles to choose from, we know it is sometimes
difficult to decide just what you want. 2CR
STC
REF CODE

Play back Exercises 3 and 4. If they play back incorrectly, repeat them.

Sometimes you may accidentally Carrier return twice, rather than once:




```
Redclay National Forest nestles between the Two Sisters Mountains
against the backdrop of the Pacific Ocean.  On quiet evenings CR
                                                              CR
```

To correct this error, you must Line Return twice . . .

```
Redclay National Forest nestles between the Two Sisters Mountains
against the backdrop of the Pacific Ocean.  On quiet evenings CR (2)
                                                              CR (1)
```

Carrier return once, and continue typing.

Your paper will look like this:

```
Redclay National Forest nestles between the Two Sisters Mountains
against the backdrop of the Pacific Ocean.  On quiet evenings


one can hear the faint lapping of the tides accompanied by the
sounds of the forest.  Daytime brings a whirl of activity--snow
```

FOLLOW THE DIRECTIONS BELOW.

1. Search to Ref Code 05.
2. Record until your Carrier reaches the ↓ . Then . . .

   Line Return twice (LR/LR)
   Carrier return once (CR)
   Continue typing

EXERCISE 5 — Carrier Return Twice by Mistake

```
Redclay National Forest nestles between the Two Sisters Mountains
against the backdrop of the Pacific Ocean.  On quiet evenings

↓  (LR/LR/CR)
one can hear the faint lapping of the tides accompanied by the
sounds of the forest.  Daytime brings a whirl of activity--snow

↓
and water skiing, hunting, fishing, canoeing and boating,
hiking, horseback and mule riding or just relaxing and enjoying
Nature's wonderland.  2CR
                      STC
                      REF CODE
```

Play back Exercise 5. If it plays back incorrectly, repeat it.

NOTE: Never Line Return more than three lines to correct an error. You will learn another way to correct these errors in a later section.

BE SURE TO FOLLOW THE DIRECTIONS EXACTLY.

1. Search to Ref Code 06.
2. Record until your Carrier reaches the ↓. Then . . .

   Line Return once (LR)
   Record the missing character or characters indicated in [ ]
   Carrier return and continue typing (CR)
3. If your typed copy looks strange, don't worry; your tape will be correct!

EXERCISE 6 — Omitted Character(s) at End of Line

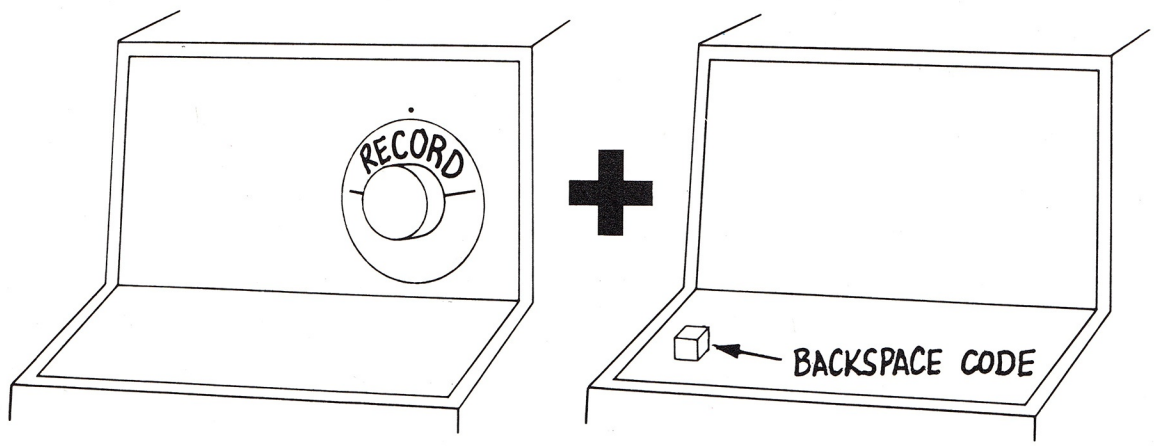
```
Although increased profits may be marginal during the first
few months, I think you will agree that the system should
↓ (LR [,] CR)
with proper implementation, provide long-range increased
profits.  Please complete the two enclosed questionnaires
about your present billing methods and have them ready fo
↓ (LR [r] CR)
Mr. Jordan.

Today the committee met to make their final decision.  W
↓ [e]
thoroughly reviewed every possible advantage or disadvantage
of the plan to the company.  Neither time nor cost was
↓ [sp/an]
object.  In fact, several of the members were altogether
amazed at the chance of receiving expedited delivery on thi
↓ [s]
type of service.  2CR
                  STC
                  REF CODE
```

Play back Exercise 6. If it plays back incorrectly, repeat it.

When typing on an ordinary typewriter, you use the Backspace Key to underscore and center words. You cannot use the Backspace Key for underscoring and centering when recording on the MT/ST.

Use the BACKSPACE CODE Button to back up the Carrier when recording underscored words.



To record underscored words:

1. Type the characters.
2. Immediately after the last character, use the BACKSPACE CODE Button to back up the Carrier to the beginning of the word.
3. Type the underscores.
4. Record the punctuation and/or space.

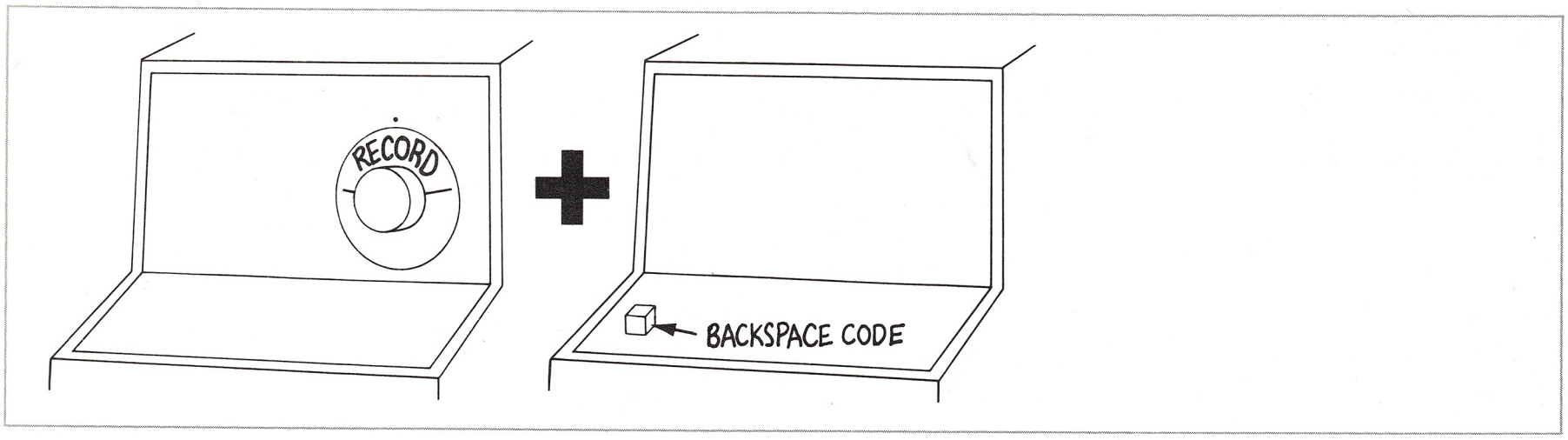
EXERCISE 1

1. Search to Ref Code 01.
2. Record the exercise using the Backspace Code Button when underscoring.

TAB It is wise to always underscore words one at a time when recording on the MT/ST. This makes later revisions of your recorded material easier to do. If it is absolutely necessary to underscore several words consecutively, your ability to change recorded material is limited. 2CR
STC
REF CODE

Play back the exercise to see that the words were correctly underscored.

Use the BACKSPACE CODE Button to back up the Carrier when centering words or headings.



To record a centered word or heading:

1. In RECORD, tab as many times as necessary to get to the center of the paper.
2. Depress the BACKSPACE CODE Button once for every two characters in the word or heading.
3. Type the word or heading.

EXERCISE 2

1. Right Dial in Play.
2. Search to Ref Code 02.
3. Right Dial in RECORD.

GOODESTOCK COMPANY, INC.

3487 Carlsons Building

Seattle, Washington 98402

NOTICE OF ANNUAL MEETING OF STOCKHOLDERS 2 CR STC REF CODE

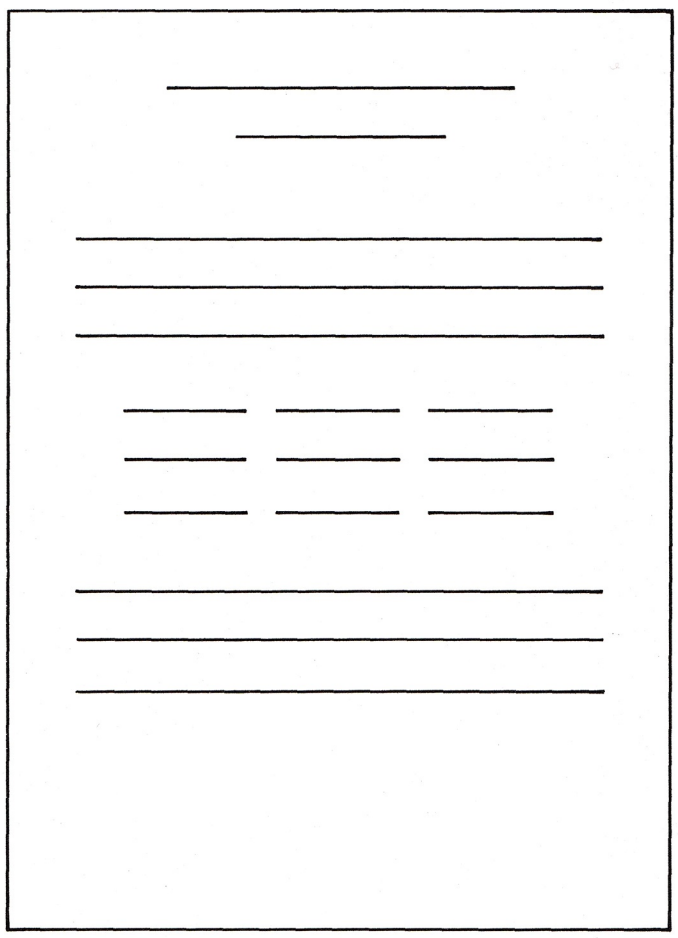
Play back Exercise 2.

If the lines were not correctly centered, review the preceding page and repeat the exercise.*

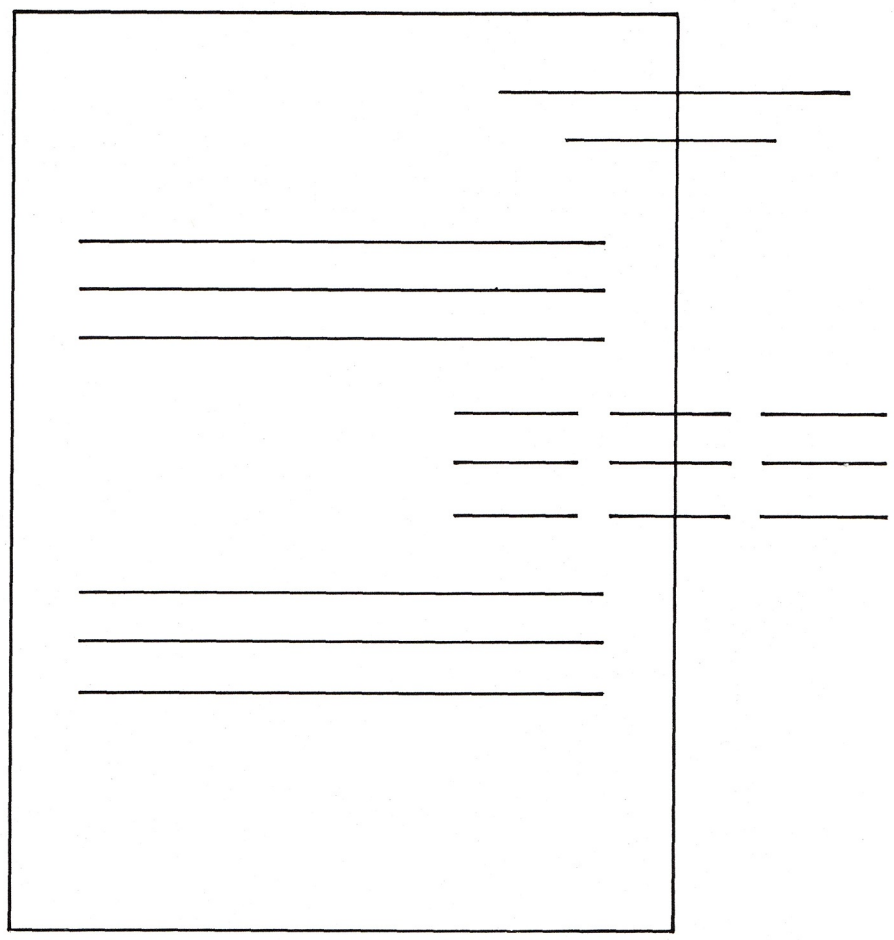
*NOTE: If you followed the directions exactly, the tabs should play back correctly. If they did not, refer to the WHAT HAPPENED? booklet.

You must set all necessary tab stops before beginning to record.
These same tab stops must be set before playing back the project.
If they are not set, your material will not play back correctly.
For example:

PLAYBACK – SAME TAB STOPS



PLAYBACK – DIFFERENT TAB STOPS



You recorded and played back Exercise 2 correctly with the same tab stops each time. To see what happens if you play back with different tab stops, try this:

EXERCISE

1. Remove the tab stops at 30, 35, 40.
   Return the Carrier.
2. Search Ref Code 02.
3. Play back the exercise again.

   Was the exercise still centered in the middle of the paper?

4. Be sure to reset the tab stops at 30, 35, and 40 and to Carrier return before going on to the next page!

Words recorded within the body of your material must be underscored one word at a time. Headings may be solidly underscored. These underscoring habits are necessary when recording on the MT/ST.

HEADINGS AND TITLES

~~words within the body of material.~~

EXERCISE 3

1. Search Ref Code 03.
2. Record the following material.
3. If you make an error when centering or underscoring words, you should:
   - Line Return
   - Carrier Return
   - Rerecord the line

AIDS AND OFFICE ORGANIZERS

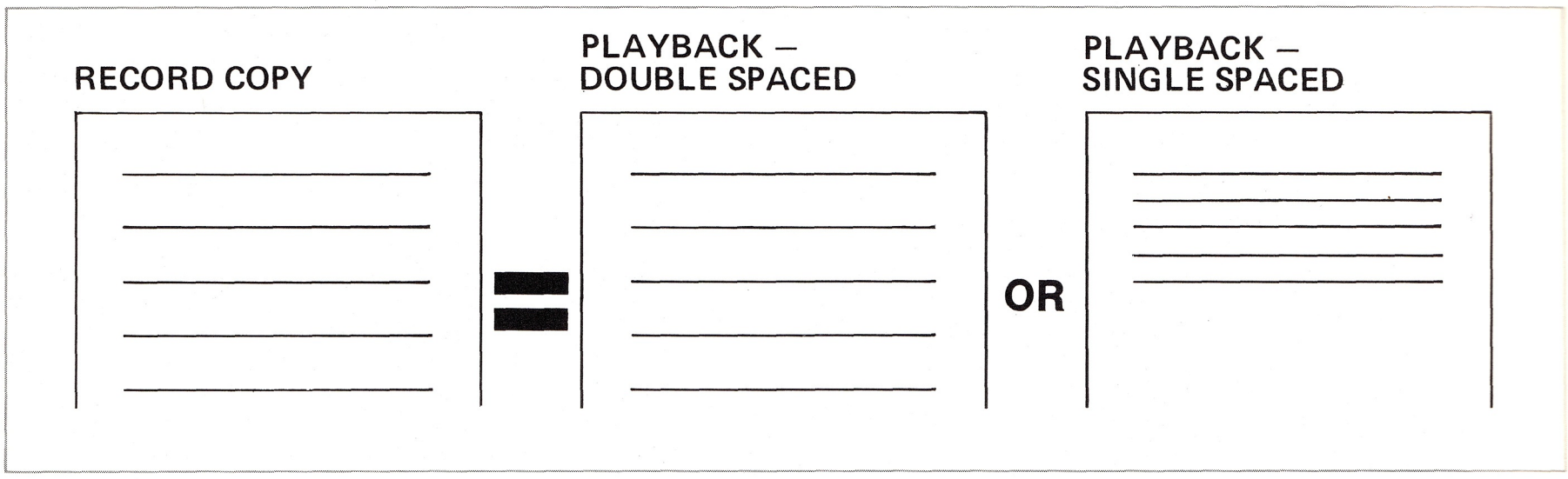
For the "Smart Secretary"

Every secretary should have at least one reliable and very current handbook to use as a reference when a problem arises. This instant reference can save many headaches and buckets of tears, especially for the beginning secretary, by providing quick, correct answers to every question about office procedures. After all, your success as a secretary depends on your ability to do every job you tackle well. 2CR STC REF CODE

Play back Exercise 3.

The Line Space Lever on the typewriter determines whether copy is single or double spaced.

For example, you can record with the typewriter set for DOUBLE SPACING but play back either SINGLE- or DOUBLE-spaced copy by adjusting the Line Space Lever before playback begins.



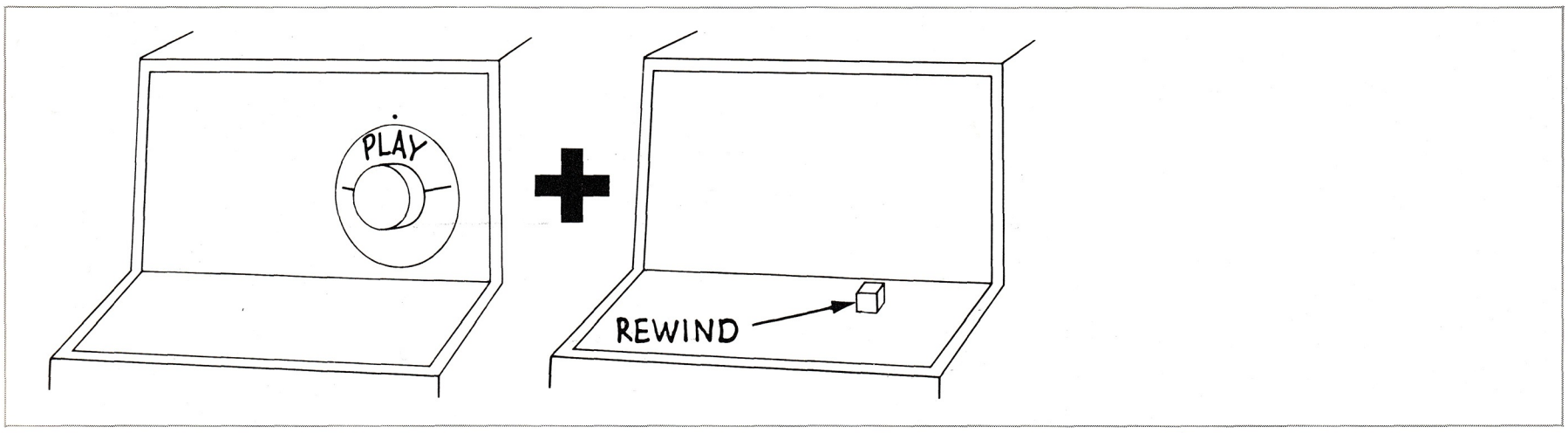
Single or double spacing is a machine adjustment you make at the typewriter. It does not change the tape. There will be only one Carrier return recorded on the tape at the end of each line.

EXERCISE

1. Set the typewriter for double spacing.
2. Search Ref Code 01.
3. Play back Exercise 1 again.

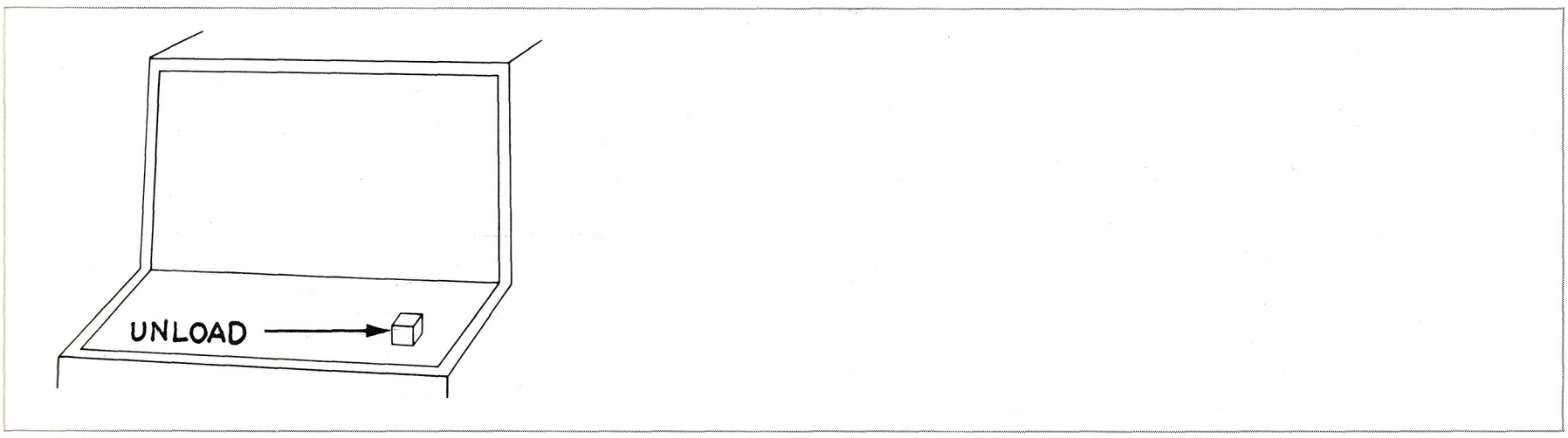
Because there is only one Carrier return recorded at the end of each line, it will play back correctly in either single or double spacing.

The first step in removing a tape is rewinding it.



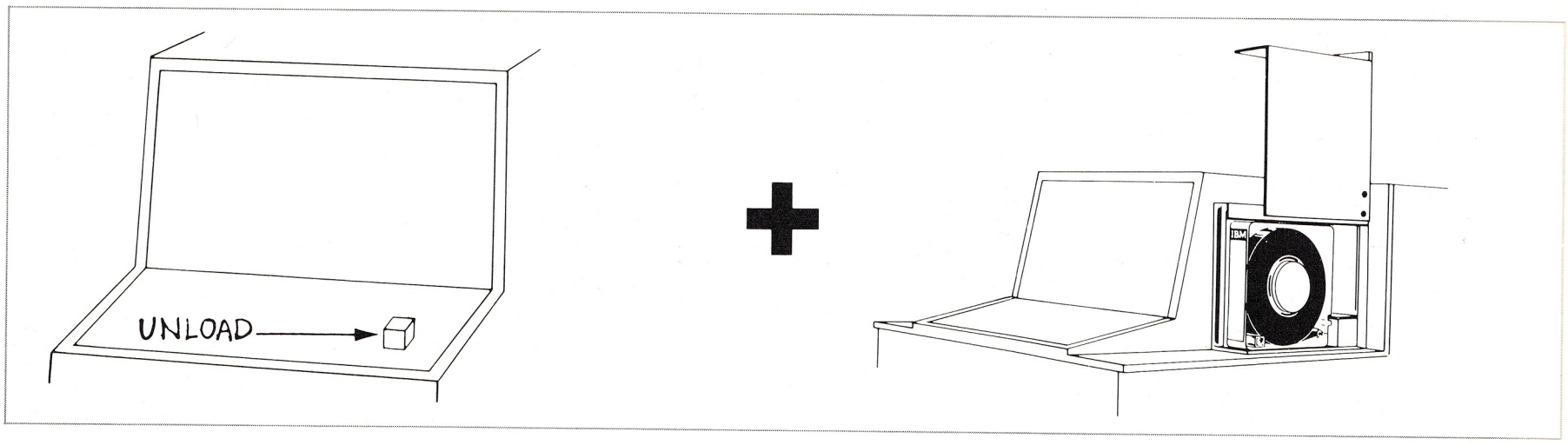
Depress the REWIND Button.
Listen for the noise.

After the noise stops, the next step is unloading the tape.



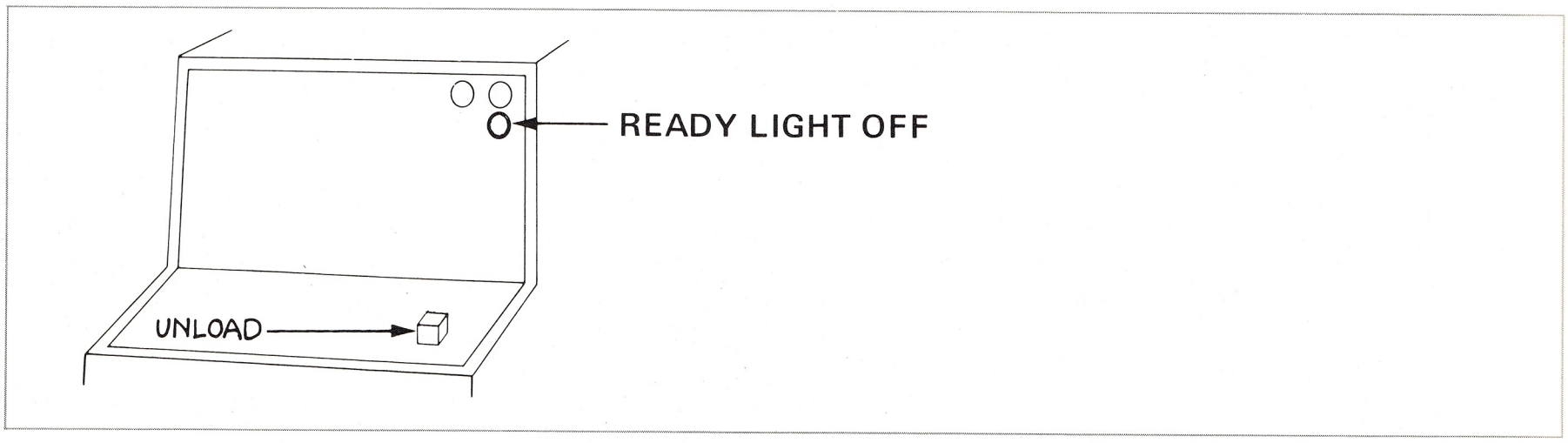
Depress and hold down the UNLOAD Button until you hear a "thump" and the Ready Light goes out.

Once the Ready Light is off, the last step is to lift the Station Cover and remove the cartridge.



Hold down the Unload Button again and lift the Station Cover.
Wiggle the tape cartridge off the MT/ST and close the Station Cover.

Remember, when removing a tape . . .

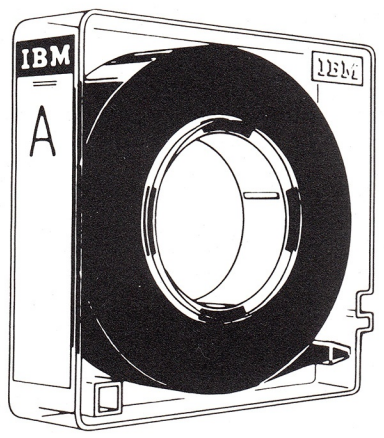


. . . make sure the Ready Light is off before trying to lift the Station Cover

and

hold down the Unload Button to release the Station Cover.
If you do not do this, you could damage the tape when removing it.

Most offices keep a supply of tape cartridges for use on the MT/ST. To identify each tape, mark a number or a letter on the tape label.



Mark your tape label with the letter "A".

Load the tape on the MT/ST using the Reminder Card in the back of the book for help.

Some codes record on tape but do not print on your paper. For example:

- Stop Trans Codes
- Backspace Codes
- Tabs

If you make an error in recording these codes, the error doesn't print on your paper, so you cannot see to backspace and strike over it.

To correct such an error, you must:

Line Return

+

Carrier Return

+

Retype

LINE RETURN EXERCISES

Beginning at Ref Code 01, record these exercises line for line.

EXERCISE 1 — Errors Involving Backspace Codes

Members of Citizens Group are cordially invited to attend,
without charge, the third series of evening ↓ (LR/CR/R)
without charge, the third series of evening forums co-sponsored
by Citizens Group and the Academic Center ↓
by Citizens Group and the Academic Center for Sacramento City
Affairs. Each of the six Tuesday evening forums will begin at
8:10 P.M. ↓
8:10 P.M. The forums will be held at the City Center for Social
Research, 87 North 12th Street, Sacramento, California. 2CR
STC
REF CODE

EXERCISE 2 — Errors Involving Backspace Codes

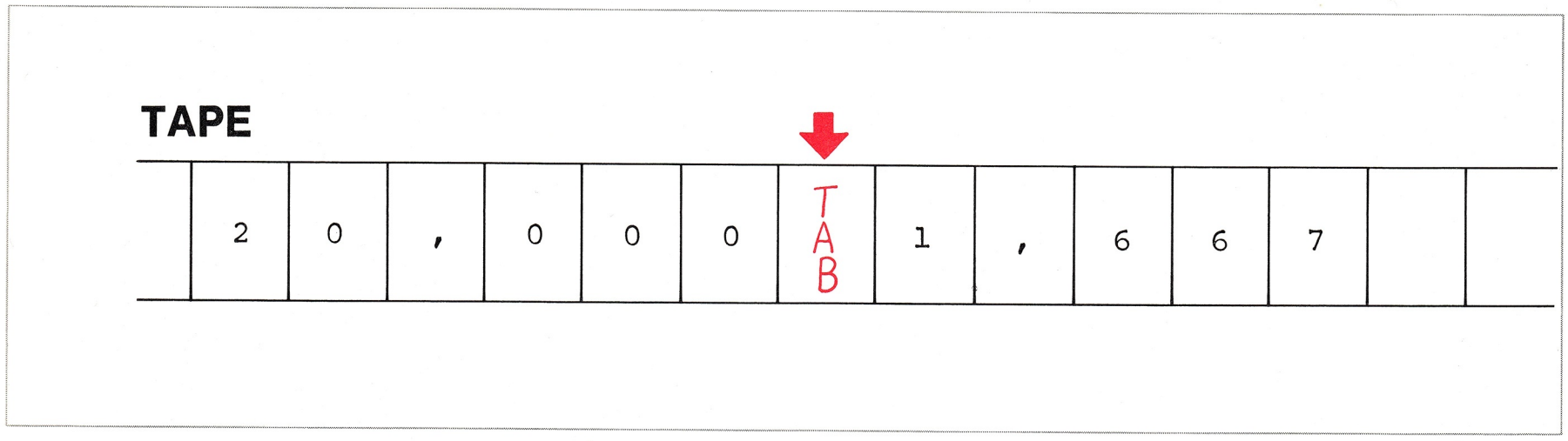
Set your typewriter for double spacing before recording this exercise.

Recent trends in University admissions are very interesting to
note. The average College Board verbal scores for the present
University senir ↓ (LR/CR/R)
University senior class is a full 50 points below what the
present freshmen ↓
present freshman class has attained. Math scores have risen
at the same rate. Eighty percent of this year's freshman
class is in the upper fefth ↓
class is in the upper fifth of their high school graduating
class. 2CR
STC
REF CODE

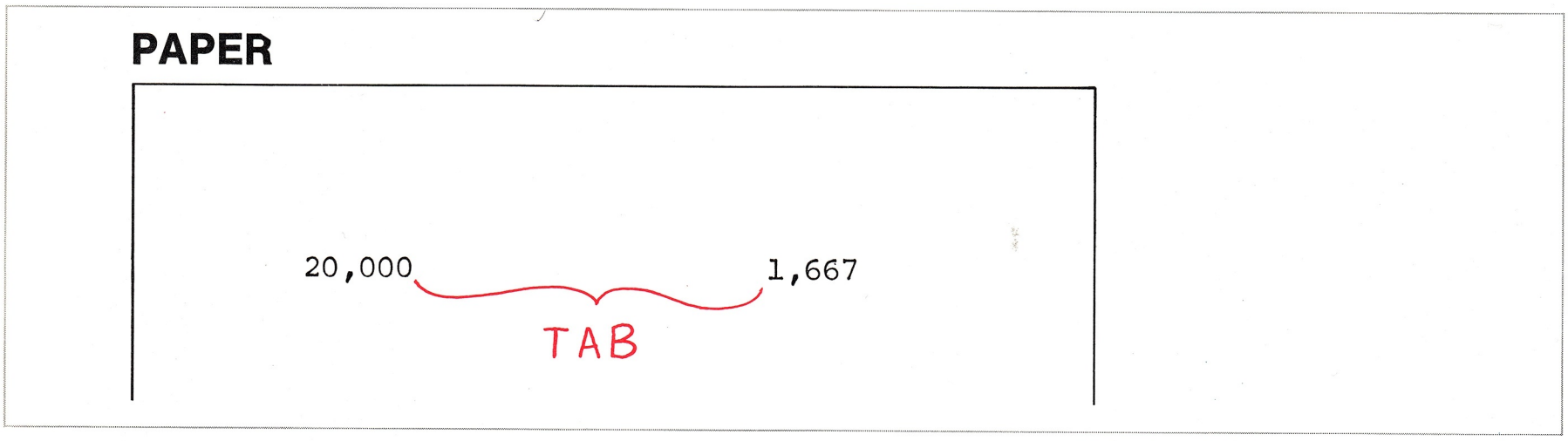
Play back these exercises.

Set your typewriter back on single spacing.

A tab takes only one block on the tape . . .



but the Carrier moves several spaces.



You cannot use the Backspace Key to correct a tabbing error because the tape and the paper do not agree.

Instead you must:

Line Return

+

Carrier Return

+

Retype

Search Ref Code 03.
Continue recording these exercises.

EXERCISE 3 — Errors Involving Tabs

Center Director (full time)	20,000	1,667
Assistant Drector	10,000 (LR/CR/R)	
Assistant Director	10,000	834
Administrative Secretary	5,400	450
Research and Evaluation	17, (LR/LR/CR/R)	
Administrative Secretary	5,400	450
Research and Evaluation	17,500	1,458

2 CR
STC
REF CODE

EXERCISE 4 — Errors Involving Tabs

Washington	London, England	September 4-8
Victoria	Amsterdam, Hollan	Septe (LR/CR/R)
Victoria	Amsterdam, Holland	September 8-10
Koenigshof	Bonn, G	
Koenigshof	Bonn, Germany	September 10-11
Eisenhut		September 11
Eisenhut	Rothenburg, Germany	September 11-12

2 CR
STC
REF CODE

EXERCISE 5 — Errors Involving Tabs

THE URBAN CRISIS

CITIES IN SEARCH OF SOLUTIONS

Coordinator: Dea (LR/CR/R)
Coordinator: Dean C. Philips

Nov. 18 THE FEDERAL ROLE IN URBAN AFFAIRS
Peter J. Bond, Congressman, 7th District
Edward L. Alb
Edward L. Albert, Congressman, 17th District
William J. Jor
William J. Jordan, Director, Washington, D.C. Office

2 CR
STC
REF CODE

Play back these exercises. If any exercise plays back incorrectly, rerecord it.

FOR REVIEW:

- LINE RETURNING

  Line returning moves the tape back to the last Carrier return.

  After line returning, you must Carrier return.

- CENTERING, UNDERSCORING, AND TABBING

  To record underscored words:

  1. Type the characters.
  2. Back the Carrier up using the Backspace Code Button.
  3. Type the underscores.
  4. Record the punctuation and/or space.

  Words recorded within the body of material must be underscored one word at a time.

  Headings may be solidly underscored.

  To record a centered word or title:

  1. In RECORD, tab as many times as necessary to get to the center of the paper.
  2. Depress the Backspace Code Button once for every two characters in the word or heading.
  3. Type the word or heading.

  You must have the same tab stops set to record and play back a project.

  If your tabs do not play back correctly, refer to the WHAT HAPPENED? booklet.

  You cannot use the Backspace Key to correct a tabbing error because the tape and the paper do not agree.

  If you make an error recording a code or tab:

  Line Return
  +
  Carrier Return
  +
  Retype

- DOUBLE/SINGLE SPACING

  The Line Space Lever on the typewriter determines whether copy is single or double spaced.

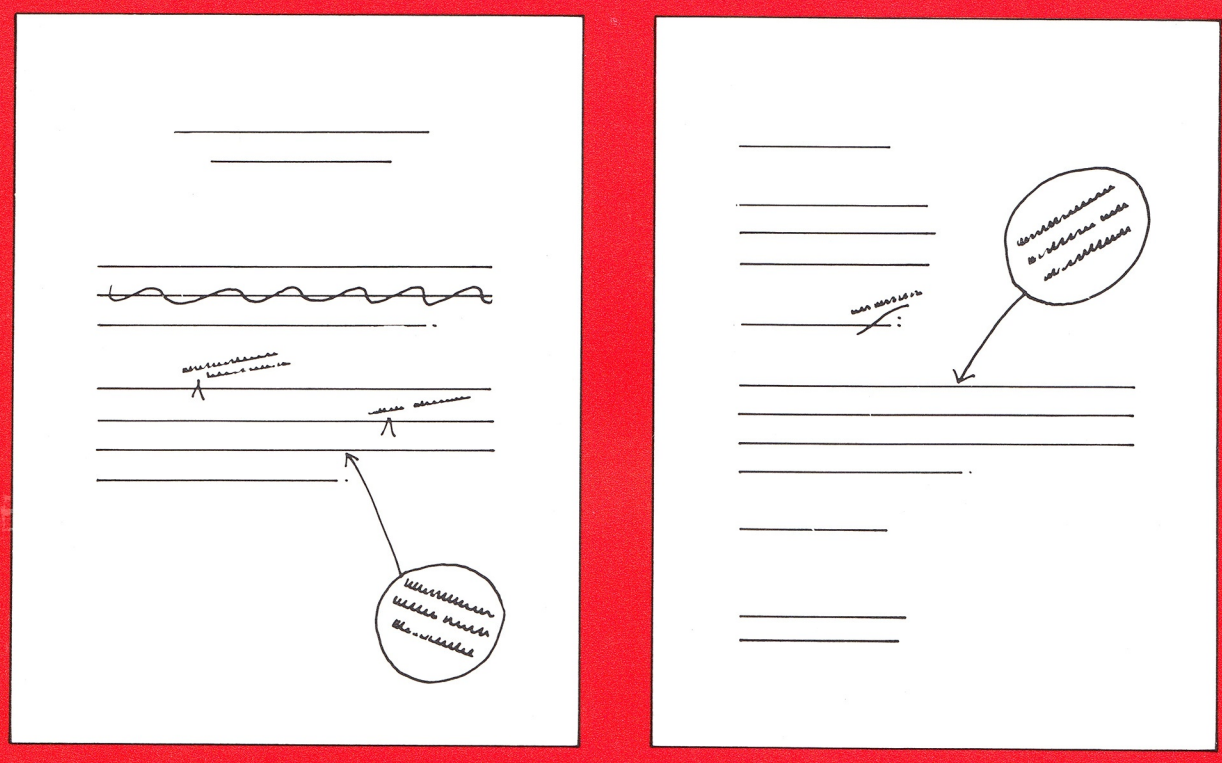
  Single- or double-spaced copy has only one Carrier return recorded at the end of each line.

- REMOVING A TAPE

  Refer to the Reminder Card in the back of the book.

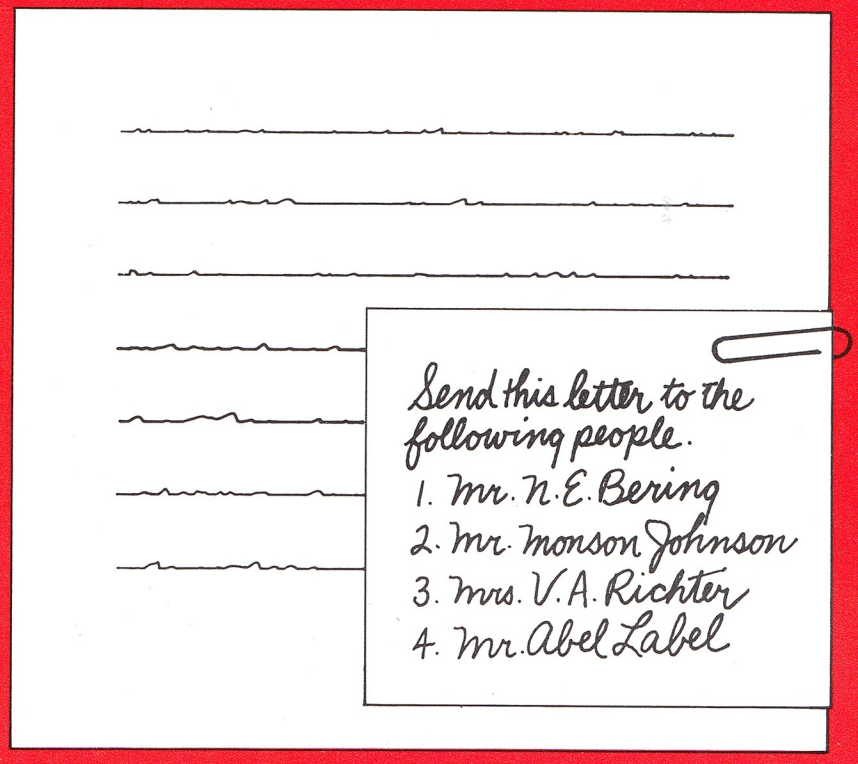
You may be able to complete your office work without learning everything the MT/ST is capable of doing.

- If your work is ever revised or changed before you play back a final copy . . .



. . . continue through the next sections of the book.

- If the greatest part of your work is typing the same letter to several people (form letters) . . . .



. . . put this book aside and go through the book labeled, "MT/ST Operating Instructions, One Tape Station/Two Tape Stations" (Form No. G543-0522), beginning on page 1.

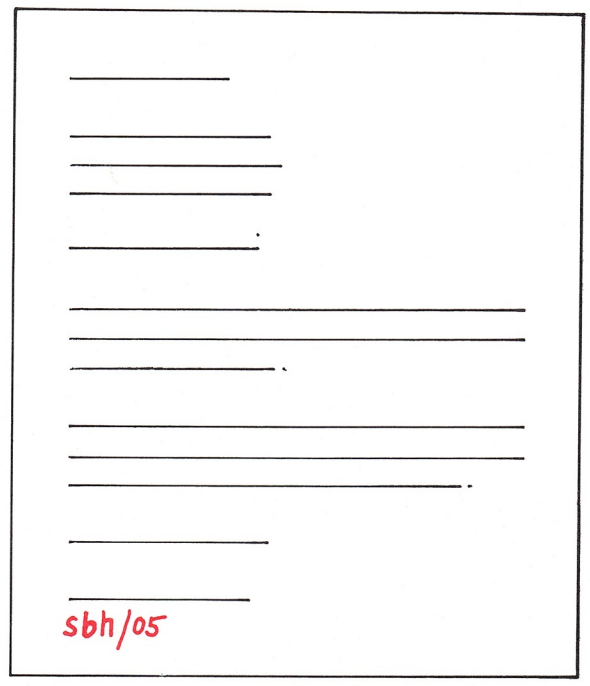
- If you do both types of work, continue through this book. Then you may go to "MT/ST Operating Instructions, One Tape Station/Two Tape Stations" (Form No. G543-0522) for the rest of your training.

Batch Recording

1. Right Dial in Play. Check your typewriter adjustments.

Elite	Pica
Margins at 20 and 85	Margins at 10 and 75
Tabs set every 5th space (25, 30, 35, 40, etc.)	Tabs set every 5th space (15, 20, 25, 30, 35, etc.)

2. Search Ref Code 01.
3. Record the following sections of material, one after another. Remember, you have two ways to correct an error: the Backspace Key and the Line Return Button.
4. The number at the end of each project is a convenient method of logging the Ref Code number.



5. Be sure to end each project with 2 CR/STC/ Ref Code.
6. Save your rough-draft copies for future use.

Be sure to record these projects line for line as they appear in your book.



Date

Mr. Gerald Truitt
Truitt & Savage
25 Westminster Road
Austin, Texas 78731

Dear Jerry:

If there is any possibility of your needing a qualified girl in your office, you will cheer the news that Susan Owens, my secretary and the mainstay of our office, is leaving us soon.

Her husband has been given a promotion and transfer to your city. Naturally she will be going to Austin.

Jerry, I cannot say enough good things about her. Not only is she a marvelous typist, but she anticipates my every need. She is dependable in every way. And equally important, she gets along with everyone.

Let me know quickly if you are interested. I don't believe she will be available long and I would hate to see you miss such an excellent opportunity.

Cordially yours,

James H. Sherridan
President

sbh/01

Date

Mr. Leonard B. Henry
627 Southwest Boulevard
Lincoln, Nebraska 68501

Dear Mr. Henry:

We're concerned. You have been so prompt with your payments in the past that we can't understand what has happened to your June premium payment of $24.80.

Has the bill just been mislaid, or is some adjustment pending that we are not aware of? Won't you be kind enough to either send us a check or write and tell us what the situation is at the moment.

Sincerely yours,

James H. Winslow

sbh/02

Date

Mr. Harry Lazer
Advertising Manager
Benton Photo Industries, Inc.
4230 Broadway
Centervale, Ohio 44115

Dear Mr. Lazer:

Here is a summary of the points we discussed last Thursday in New York. QWER-TV is an important advertising vehicle for Benton in the Centervale market. Briefly here's why:

1. TAB There are more than 110,600 homes in Centervale, and Benton can reach one out of three of these homes with TV. This represents more people than the entire population of Tulsa, Oklahoma.

2. TAB Centervale retailers are selling more than 1,000 TV units a month. Benton will reach more and more people daily.

3. TAB A minimum of 15,000 Centervale houses are tuned to TV at any given time between 8 a.m. and 11 p.m. daily.

Our new rate card and the copy of the program guide for this month are enclosed. I will telephone you next Thursday to answer any questions you may have and to help you outline a test schedule.

Sincerely,

Richard Underhill
Station Manager

sbh/03

enclosures

Set the typewriter for double spacing.

ACE LIABILITY CORPORATION

3782 Milwaukee Avenue, Oak Park, Michigan

PROXY STATEMENT

The proxy accompanying this Proxy Statement is solicited on the behalf of the management of Ace Liability Corporation for use at the annual meeting of stockholders of the Corporation to be held at 3782 Milwaukee Avenue, Oak Park, Michigan, at 10:00 a.m. on June 28, 1971, and any adjournment thereof.

MATTERS OF FUNDAMENTAL POLICY

In order to conform the statement of the fundamental policies of the Corporation to the actual practice of the Corporation in managing its investment portfolio, the management of the company proposes that the stockholders approve the following changes.

1. The Fund may not buy or sell real estate.

2. The Fund must limit any borrowing of money to 25% of the net assets.

After thorough consideration, the Board recommends to all the stockholders that they approve these statements of policy for the coming year.

/04

Set the typewriter for single spacing.

Leave the instructed tab stops set. Do not set or clear any new tab stops.

Date

TO: Mr. Joseph Alliaume

From: Placement Office

SUBJECT: Student Job Interviews
October 25, 1971

Below is a list of students signed up for job interviews on October 25, 1971, and the scheduled time of the interview. If you find this will conflict with any functions of the Dean of Students' Office, please notify the Placement Office within the next few days so we can make new arrangements.

STUDENT	INTERVIEWER	TIME
Robert Carlson	Slowing Airline	2:15
Kevin Conklin	Data Services	1:45
Linda Stahl	Graham Telephone	2:30
Francis Hill	Mill Electronics	3:00
John Martin	Atherton Machine	1:30
Peter Redick	Owens-Atlanta	3:15
Joe Haley, Jr.	Liability Corp.	2:00

All job interviews will be held in the Student Union Building, second floor ballroom. Copies of student transcripts must be presented to the interviewer and may be ordered through the Registrar before October 15, 1971.

/05

You just recorded several projects on Tape A. In your office you would need a log sheet similar to the one below so you could locate each project easily.

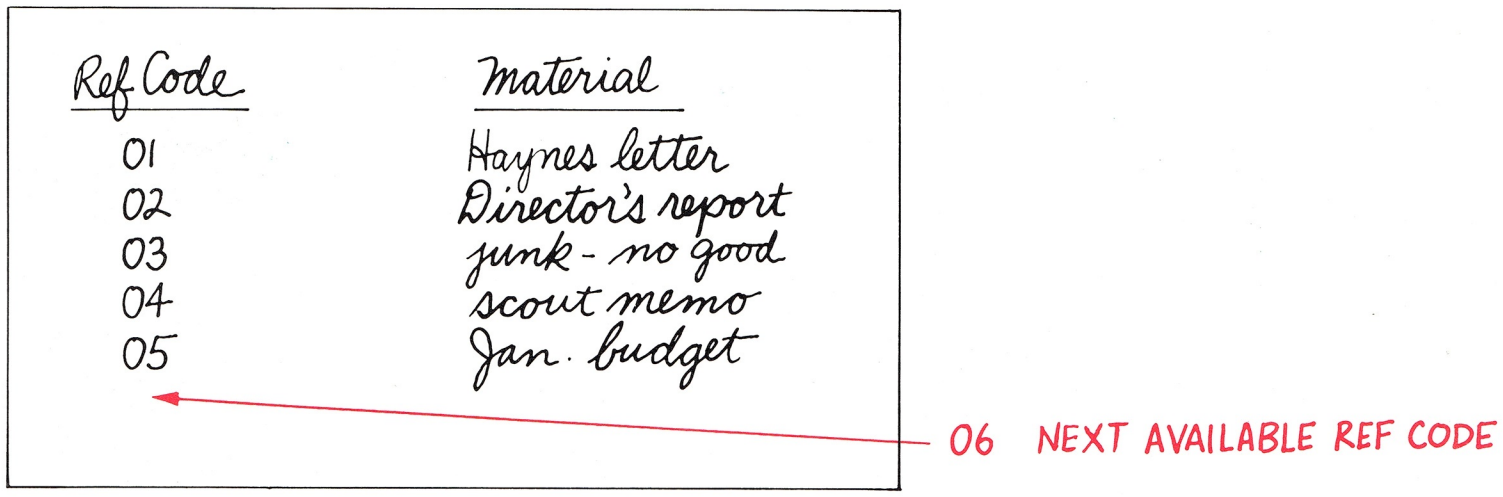
Tape A

Ref Code	Material
01	Truitt Letter
02	Henry Letter
03	Lazer Letter
04	Ace Liability report
05	Student Job memo

Play back the material at Ref Codes 01—05. As the projects play back, make your own log. You will need a correct log for the next sections of the book.

1. Search Ref Code 01.
2. Play back the entire project.
3. Identify on <u>your</u> log sheet the material that plays back at Ref Code 01, even if it is junk instead of a project.
4. Search Ref Code 02, play back the project, and identify it on your log.
5. Repeat the process for the remaining projects. (If they are not all at Ref Codes 01—05, try searching Ref Code 06.)

If you are missing a project, you need to know the next available Ref Code before you can rerecord that project, as in the sample below.



Consult your log for the next available Ref Code on Tape A. Search and rerecord the missing project at that Ref Code.

Play back the project and add it to your log sheet.

You will need the material just recorded in the next few sections of the book. Your recordings must match the copies on pages 44–48.

1. Compare the playback copy of each project with the exercise in the book.
2. Ignore simple typographical errors. You will learn how to correct these later.
3. Note any major errors on a project. For example:
   - a missing line or lines.
   - an incorrectly underscored word.
   - a missing heading or incorrectly centered heading.
   - a line that plays right off the paper.
   - tabular material that does not play back correctly.

Any project with a major error must be rerecorded.

1. Consult your log for the next available Ref Code.
2. Search that Ref Code and rerecord the project.
3. Play back the project and add it to your log for Tape A.


ERROR
ON
READY
01
REFERENCE NUMBER
AUTO
START
ADJUST
PLAY
RECORD
SKIP
LOAD
UNLOAD

You may wish to make changes in material you have recorded — either because you have a typing error or because the boss wishes to change his words.

It is very time consuming to retype an entire project to make minor revisions. Make your changes during playback when you have the letterhead in the typewriter.

Mr. D. S. Johnson
1300 Westview Drive
Columbia, ~~South~~ north Carolina

Dear Mr. Johnson:

Reluctantly, I must decline your kind invitation. I find it impossible to attend your convention next Thursday. ^ afternoon

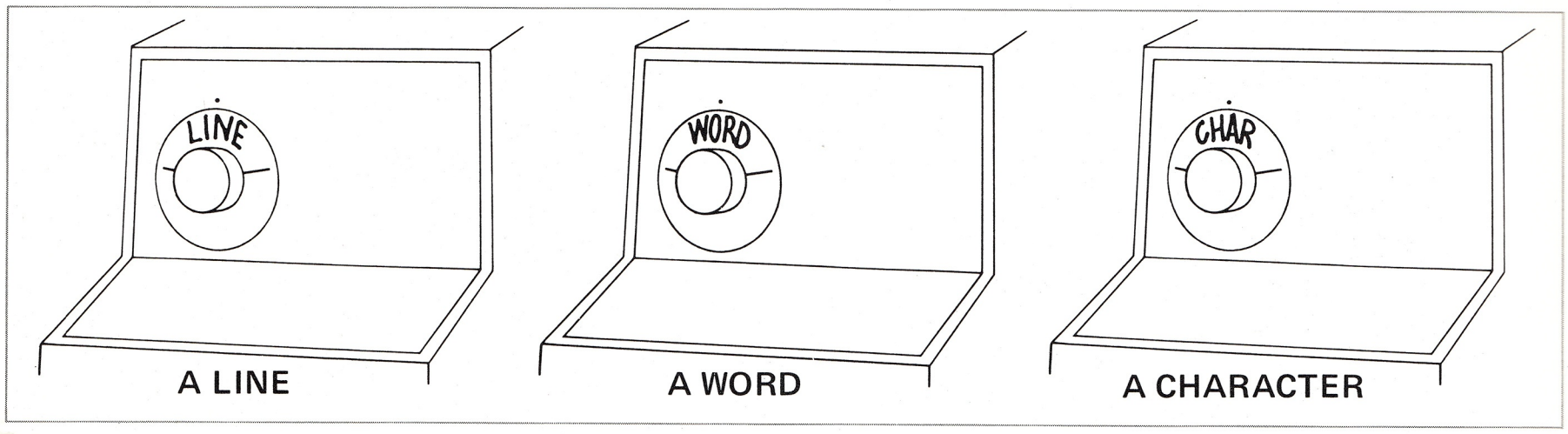
The convention sounds like a wonderful opportunity to become acquainted with your products and all ~~the~~ the people who sell them. I regret that I cannot adapt my schedule to ~~atke~~ advantage of your invitation, but I have an out-of-town obligation.

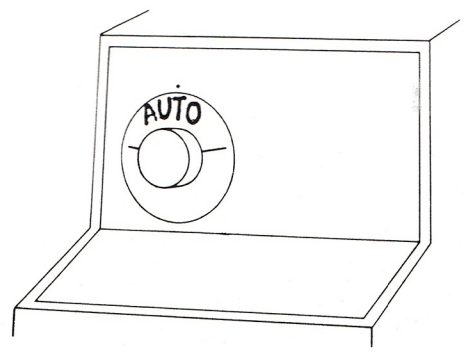
take

Because you are playing back, the revisions are made only on the paper. The tape is not changed.

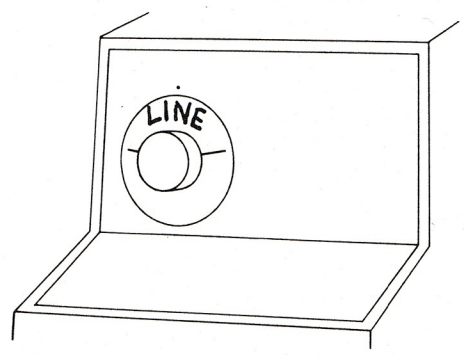
These revisions are called "Copy Revisions" because you are using only the typewriter and you are changing only the paper.

Thus far you have played back material with the Left Dial set in AUTO. When making revisions, you will play back smaller segments of material.

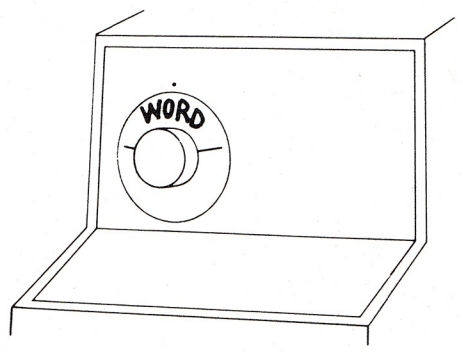




MT/ST STOPS AFTER A STOP TRANS CODE.



MT/ST STOPS AFTER A CARRIER RETURN.



MT/ST STOPS AFTER A SPACE (SP) OR A TAB OR A CARRIER RETURN.

Use the Left Dial during playback to stop the MT/ST and make "copy revisions."

Search Ref Code 02.

Using the instructions in the right margin below, play back the first part of the letter to practice using the Left Dial.

Date

Mr. Leonard B. Henry
627 Southwest Boulevard
Lincoln, Nebraska 68501

Dear Mr. Henry:

We're concerned. You have been so prompt with ~~your~~ payments
_____
_____.

_____
_____
_____.

_____

_____

_____

1. Set Left Dial in LINE. Depress Start Button.

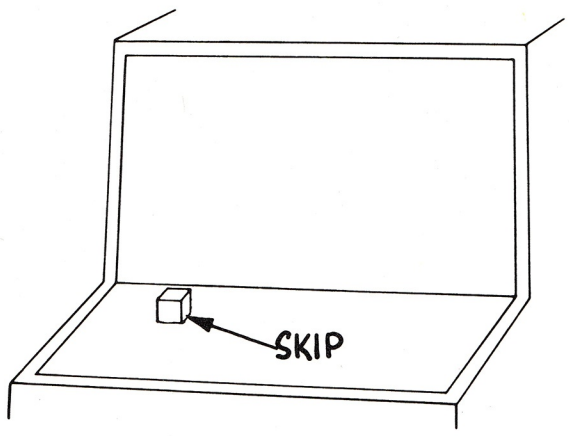
2. Depress Start Button enough times to play back "627 Southwest Boulevard CR ".

3. Change Left Dial to WORD. Depress Start Button enough times to play back through "prompt SP with SP".

4. Stop here. Leave paper in typewriter and turn to next page.

To delete or omit words from your copy, you use the SKIP Button.

Depressing the SKIP Button moves the tape forward past the material you wish to omit. The tape is not erased — skipping just prevents those words from playing back on your copy.



Now is the time for all ~~the~~ good men to come to the aid of their

The amount of material skipped on the tape each time you depress the SKIP Button is controlled by the setting on the Left Dial.

To skip material when making copy revisions:

Now is the time for all ~~the~~ good men to come to the aid of their country.

1. Play back to the point at which you want to skip.
2. Check to see that the LEFT DIAL is set for the amount of material you wish to skip.
3. Depress the Skip Button.
4. Depress the Start Button and continue playback.

Using the instructions in the right margin below, continue playing back the letter and make the skipping revisions. (Do not worry about correcting your own errors yet.)

Date

Mr. Leonard B. Henry
627 Southwest Boulevard
Lincoln, Nebraska 68501

Dear Mr. Henry:

We're concerned. You have been so prompt with ~~your~~ payments in the past that we can't understand what ~~has~~ happened to your June premium ~~payment~~ of $24.80.

Has the bill ~~just~~ been mislaid or is some adjustment pending that we are not aware of? Won't you be kind enough to either send us a check or write and tell us what the situation is at the moment.

Sincerely yours,

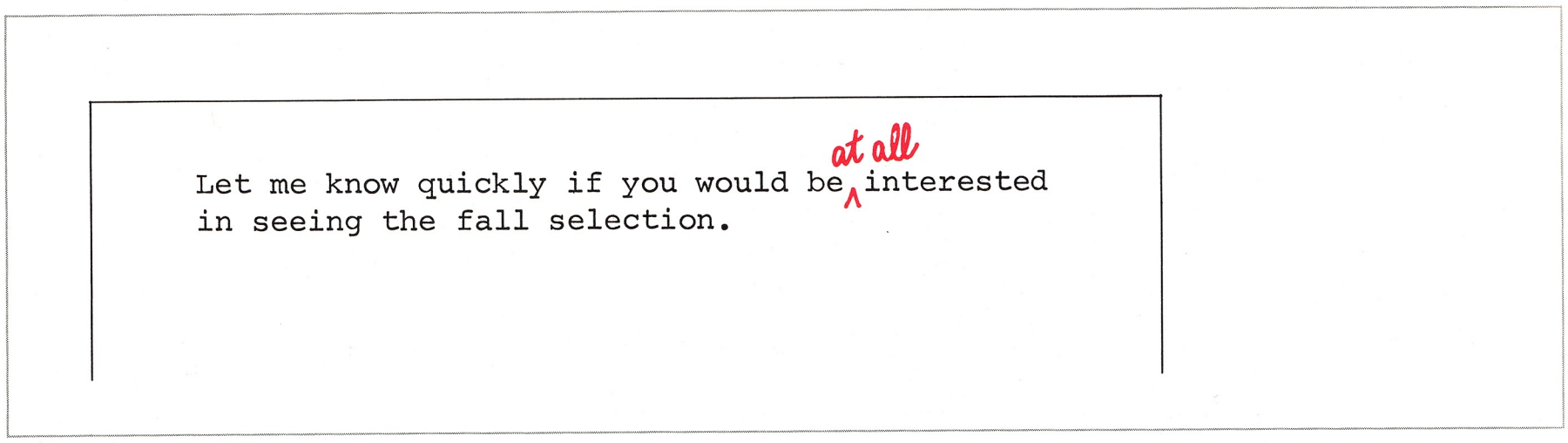
James H. Winslow

sbh/02

1. Left Dial in WORD. Depress Skip Button 1 time. (Listen for skipping sound.) Depress Start Button.
2. Depress Start Button enough times to play back through "what S P ".
3. Check Left Dial setting. Depress Skip Button 1 time.
4. Repeat process for each revision.

Many times a revision means adding a word or words to your copy.

To add material when making copy revisions:



1. Play back to the point of addition.
2. Type in the word, punctuation (if any), and the Space, Carrier Return, or Tab that follows the word.
3. Depress the Start Button and continue playback.

Search Ref Code 01. (Gerald Truitt letter)

Using the instructions in the right margin below, make the proper additions on your copy.

Date

Mr. Gerald Truitt
Truitt & Savage, Inc.
25 Westminster Road
Austin, Texas 78731

Dear Jerry:

If there is any possibility of your needing a qualified girl in your office, you will cheer ^ the news that Susan Owens, my secretary and the mainstay of our office, is leaving us soon. (at)

Her husband has been given a promotion and transfer to your city. Naturally, she will be going ^ to Austin. (with him)

Jerry, I cannot say enough good things about her. Not only is she a marvelous typist, but she anticipates my every need. She is dependable in ^ every way. And equally important, she gets along ^ with everyone. (well) (just)

Let me know quickly if you are ^ interested. I don't believe she will be available long and I would hate to see you miss such an excellent opportunity. (at all)

Cordially yours,

James H. Sherridan
President

sbh/01

1. Left Dial in AUTO.
2. When "Austin, Texas" begins to play back, turn Left Dial to LINE (one click).
3. After "girl CR" plays back, turn Left Dial to WORD (one click). Play back through "cheer SP". Type "at SP".
4. Left Dial in LINE. Play back through "to your CR".
5. Left Dial in WORD. Play back through "going SP". Type "with SP him SP".
6. Using Left Dial, play back rest of letter and make necessary additions.

A revision often means both skipping and adding material to your copy.

QUAC-TV is an ~~important~~ effective advertising outlet
for Benton in the Centervale market.

You should always skip first.
Then type in the addition.

If you skip a word, you are also skipping the SPACE or CARRIER RETURN that goes with that word.

When you replace that word, you must replace the necessary SPACE or CARRIER RETURN.

QUAC-TV is an ~~important~~ effective advertising ~~outlet~~ vehicle
for Benton in the Centervale market.

In this example you would:

Skip "important SP" and type "effective SP".

Skip "outlet CR" and type "vehicle CR".

Conditions changed overnight in the accounting department. The figures must be constantly updated.

If part of a word changes or if the punctuation changes, always:

1. Skip the entire word (punctuation skips with the word).
2. Retype the word plus punctuation, if any.
3. Retype the space or Carrier return after the word.

Search Ref Code 01.
Using the instructions in the right margin below, make the revisions on your copy.

Date

Mr. Gerald Truitt
Truitt & Savage, Inc.
25 Westminster Road
Austin, Texas 78731

Dear Jerry:

If there is any possibility ~~of~~ your would ^ ~~needing~~ a qualified ~~girl~~ woman in your office, you will cheer the news that Susan Owens, my secretary and the mainstay of our office, is leaving us soon.

Her husband has been ~~given~~ ~~a~~ promot~~ion~~ ed and ~~transfer~~ will be moving to your city. Naturally, she will be going to Austin.

Jerry, I cannot say enough good things about her. Not only is she a marvelous typist, but she anticipates my every need. She is dependable in every way. And equally important, she gets along with everyone.

Let me know quickly if you ~~are~~ would be interested. I don't ~~believe~~ think she will be available long and I would hate to see you miss such an excellent opportunity.

Cordially yours,

James H. Sherridan
President

sbh/01

1. Left Dial in AUTO.
2. Left Dial in WORD (two clicks). Play back through "possibility SP".
3. Check Left Dial setting. Depress Skip Button 3 times. Type "you SP would SP need SP".
4. Play back through "qualified SP". Depress Skip Button 1 time. Type "woman CR".
5. Play back through "been SP". Check Left Dial setting. Depress Skip Button 5 times. Type "promoted and will be moving SP".
6. Continue playback and make necessary revisions.

Search Ref Code 01.

Try making the revisions on your copy without any instructions. At the same time, try correcting any typing errors of your own.

Date

Mr. Gerald Truitt
Truitt & Savage, Inc.
25 Westminster Road
Austin, Texas 78731

Dear Jerry:

If there is any possibility ~~of~~ your would ~~ing~~ a qualified woman ~~girl~~ in your office, you will cheer the news that Susan Owens, my secretary and the mainstay of our office, is leaving us soon.

Her husband has been ~~given~~ ~~a~~ promo~~tion~~ ed and ~~transfer~~ will be moving to your city. Naturally, she will be going to Austin.

Jerry, I cannot say enough good things about her. Not only is she a marvelous typist, but she anticipates my every need. She is dependable in every way. And equally important, she gets along with everyone.

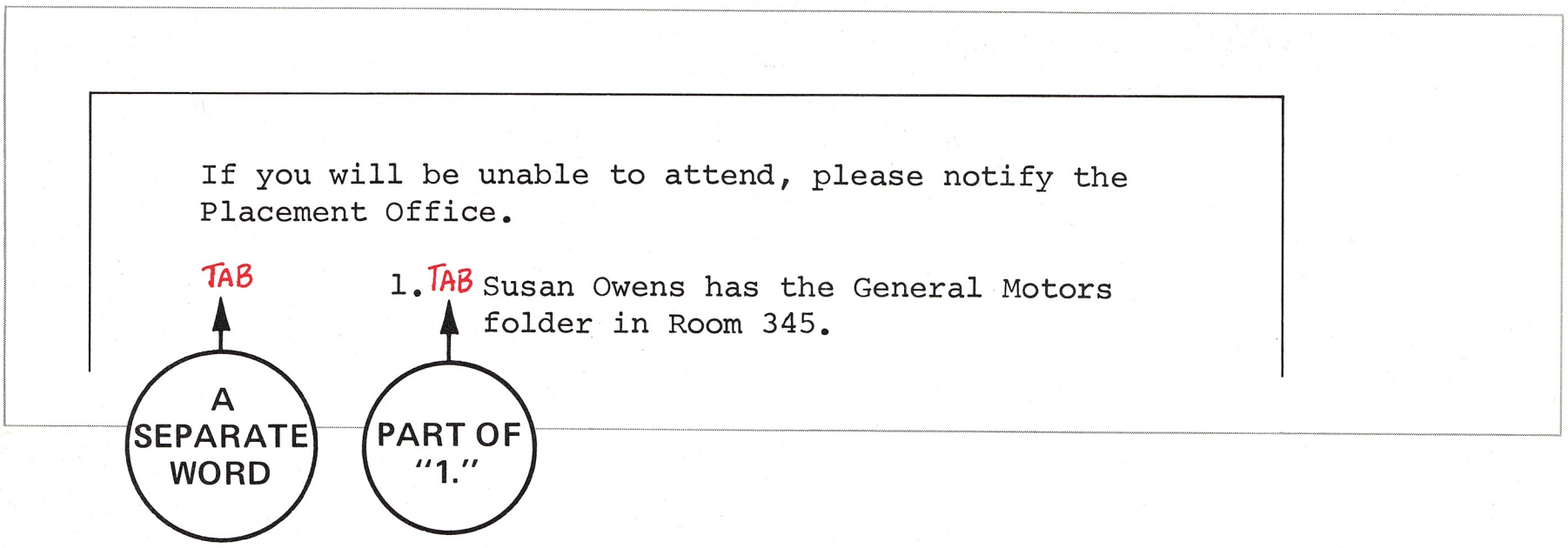
Let me know quickly if you ~~are~~ would be interested. I don't ~~believe~~ think she will be available long and I would hate to see you miss such an excellent opportunity.

Cordially yours,

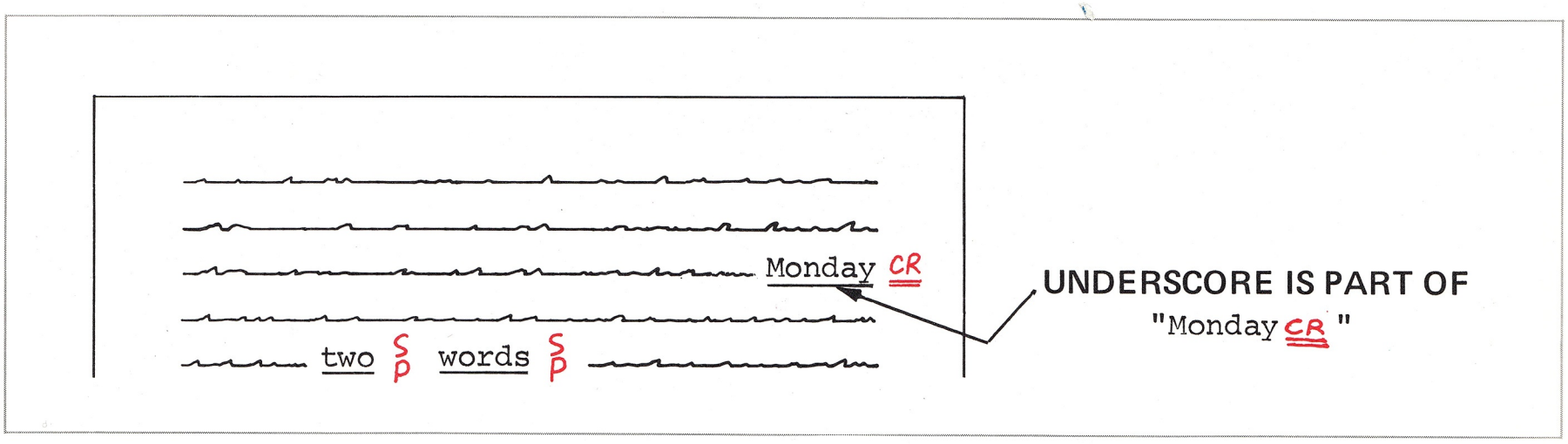
James H. Sherridan
President

sbh/01

When playing back or skipping tabs, remember that a recorded tab that follows a word (or number) is part of that word.
A tab by itself is a separate word to the MT/ST.



Remember, the MT/ST stops playing back or skipping a word after a SPACE, or a CARRIER RETURN, or a TAB.
In an underscored word, therefore, the underscores are skipped or played back as part of that word.



Search Ref Code 03. (Lazer letter)

Using the instructions in the right margin below, make the revisions on your copy.

Date

Mr. Harry Lazer
Advertising Manager
Benton Photo Industries, Inc.
4230 Broadway
Centervale, Ohio 44115

Dear Mr. Lazer:

Here is a summary of the points we discussed last Thursday in New York. QWER-TV is an important advertising vehicle for Benton in the Centervale market. Briefly ~~here's~~ here is why:

1. There are more than 110,600 homes in Centervale, and Benton can reach one out of three of these homes with TV. This represents more people than ~~the entire population~~ all the residents of Tulsa, Oklahoma.

2. Centervale retailers are selling more than ~~1,000~~ 1,120 TV units a month. Benton will reach more and more people daily.

3. ~~A~~ The minimum of 15,000 Centervale houses are tuned to TV at any given time between 8 a.m. and 11 p.m. daily.

Our new rate card and the copy of the program guide for this month are enclosed. I will telephone you next Thursday to answer ~~any~~ the questions you may have and to help you outline a test schedule.

Sincerely,

Richard Underhill
Station Manager

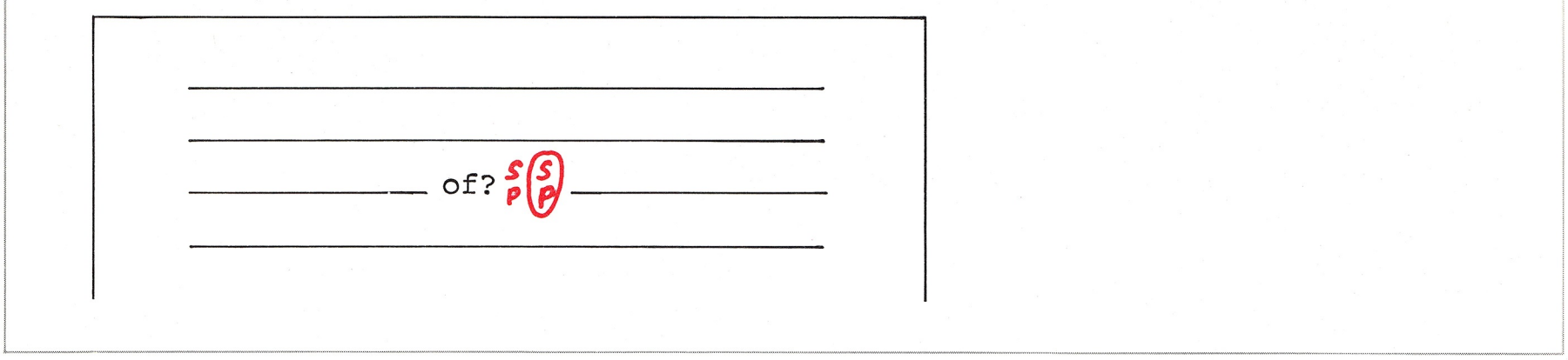
sbh/03

enclosures

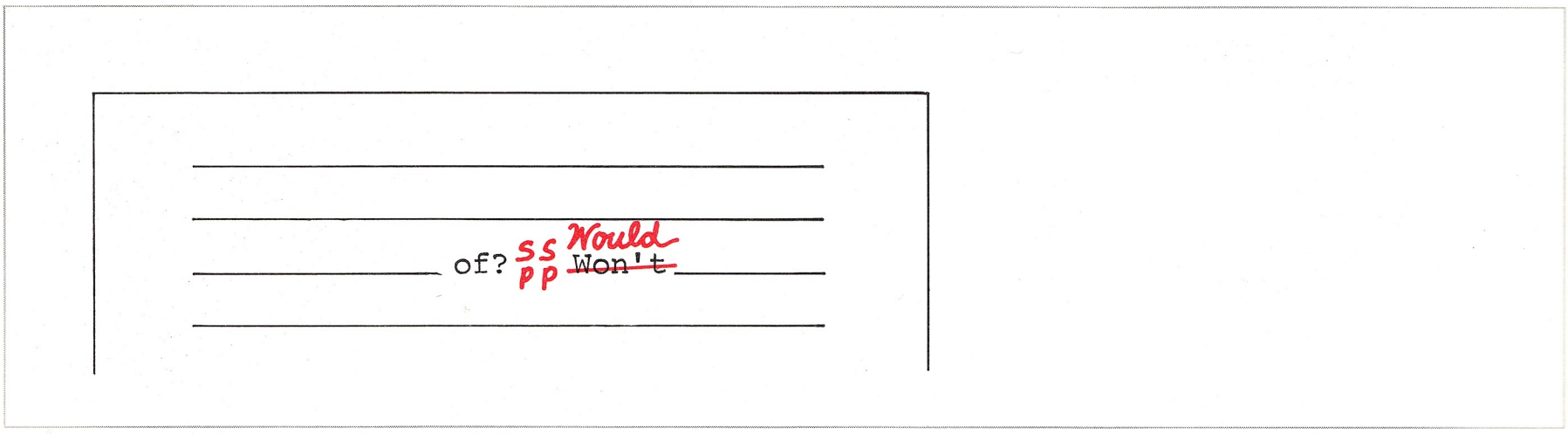
1. Left Dial in AUTO.
2. Left Dial in WORD (2 clicks). Play back through "Briefly SP ".
3. Check Left Dial setting. Depress Skip Button 1 time. Type "here is SP ".
4. Make next revision by yourself. Then play back through "than SP ".
5. Check Left Dial setting. Skip 1 time. Type "1,120". With Backspace Key, back up Carrier and type underscores and " SP ".
6. Left Dial in WORD. Play back through "3. TAB ". Depress Skip 1 time. Type "the SP ".
7. Continue playback. Make last revision.

The MT/ST considers the second space between sentences to be a WORD by itself.

To play back the last word of a sentence and the second space, you must depress the Start Button 2 times.



When making a revision like the one shown below:



1. Turn Left Dial to WORD.
2. Play back "of? SP".
3. Depress the Start Button again to play back the second space.
4. Depress the Skip Button once to skip "Won't SP".
5. Type "Would SP".

Search Ref Code 02. (Leonard B. Henry letter)

Make the necessary revisions and proofreading corrections on your copy.

Date

Mr. Leonard B. Henry
627 Southwest ~~Boulevard~~ Avenue
Lincoln, Nebraska 68501

Dear Mr. Henry:

We're concerned. ~~You have~~ Usually you've been so prompt with ~~your~~ payments in the past that we ~~can't~~ cannot understand what has happened to your June premium payment of $24.80.

Has the bill just been mislaid, or is some adjustment pending that we are not aware of? ~~Won't~~ Would you be kind enough to either send us a check or write ~~and tell us what the situation is at the moment~~. us explaining where this mix-up has occurred.

Sincerely yours,

James H. Winslow

sbh/02

1. Left Dial in WORD. Play back through "Southwest SP". Skip 1 time. Type "Avenue CR".
2. Play back through "concerned. SP". Depress Start Button 1 time to play back second space. Skip 2 times. Type "Usually you've SP".
3. Make next three revisions by yourself.
4. Play back through "write SP". Turn Left Dial to LINE. Skip 2 times. Type "us explaining where this mix-up has CRoccurred.CR".
5. Play back rest of letter.

Search Ref Code 03. (Harry Lazer letter)

Make the necessary revisions and proofreading corrections on your copy.

Date

Mr. Harry Lazer
Advertising Manager
Benton Photo Industries, Inc.
4230 Broadway
Centervale, Ohio 44115

Dear ~~Mr. Lazer:~~ Harry:

Here is a summary of the points we discussed last Thursday in New York. QWER-TV is an important advertising vehicle for Benton in the Centervale market. Briefly here's why:

1. There are more than ~~110,600~~ 120,306 homes in Centervale, and Benton can reach one out of three of these homes with TV. This represents more people than the entire population of Tulsa, Oklahoma.

2. The Centervale retailers are selling more than 1,000 TV's ~~units~~ a month. Thus Benton will reach more and more people daily.

3. A minimum of 15,000 Centervale houses are tuned to TV at any given time between 8 a.m. and 11 p.m. ~~daily.~~ every day.

Our new rate card and the copy of the program guide for this month are enclosed. I will telephone you next Thursday to answer any questions you may have and to help you outline a test schedule.

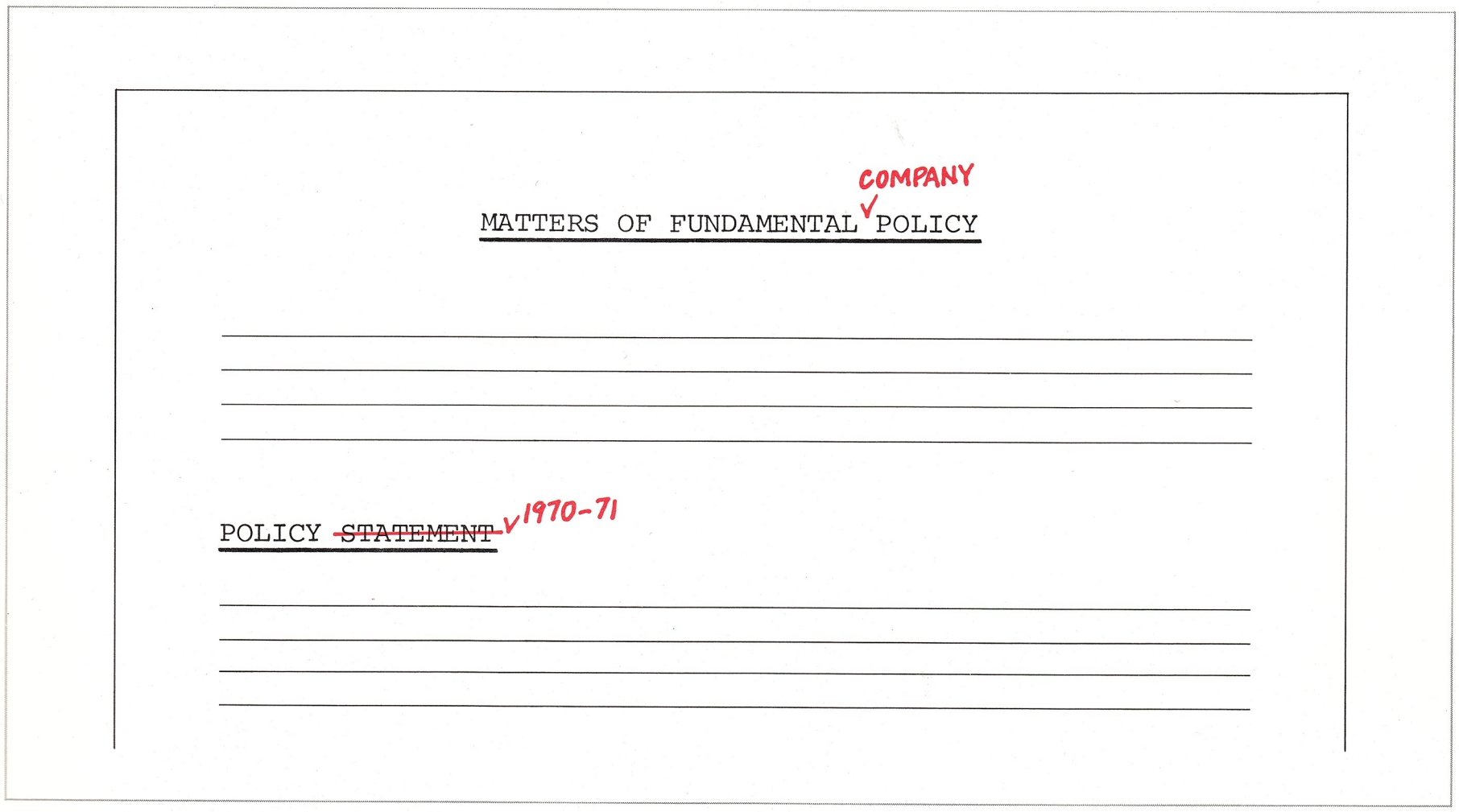
Sincerely,

Richard Underhill
Station Manager

sbh/03

enclosures

When making a change in a centered and/or underscored heading:



1. Set the Left Dial in LINE.
2. Skip the entire line containing the error or change.
3. Retype the entire line including the Carrier return at the end of the line.

Set the typewriter for double spacing.

Search Ref Code 04.

Make the necessary revisions and proofreading corrections on your copy.

ACE LIABILITY CORPORATION

3782 Milwaukee Avenue, Oak Park, Michigan

PROXY STATEMENT

The proxy accompanying this Proxy Statement is solicited on the behalf of the management of Ace Liability Corporation for use at the annual meeting of ~~stock~~shareholders of the Corporation to be held at 3782 Milwaukee Avenue, Oak Park, Michigan, at 10:00 a.m. on June 2~~8~~6, 1971, and any adjournment thereof.

MATTERS OF FUNDAMENTAL ~~POLICY~~COMPANY POLICY

In order to conform the statement of the fundamental policies of the Corporation to the actual practice of the Corporation in managing its investment portfolio, the management of the company proposes that the stockholders approve the following changes.

1. The Fund may not buy or sell real estate.

2. The Fund may not invest in securities of other companies except through a registered broker.

3~~2~~. The Fund must limit any borrowing of money to 25% of the net assets.

After thorough consideration, the Board recommends to ~~all the~~ every ~~stock~~shareholder~~s~~ that ~~they~~ he approve these statements of policy for the coming year.

/04

Set the typewriter for single spacing.

When making a change in a line of tabulated material, always:

If you will be unable to attend your scheduled job interview
on Friday, please notify the Placement Office by Tuesday.

#345	Sandra Bates	2:15 p.m.
#263	Denise Conklin	1:45 p.m.
#178	Frank Haley	1:00 p.m.
#179	~~Jennifer~~ Jonathan Hays	2:45 p.m.

1. Skip the entire line containing the error.
2. Retype the entire line correctly including the Carrier return at the end of the line.

Make sure your tab stops are set just as they were when you recorded this project.

Search Ref Code 05. (Joseph Alliaume memo)

Make the necessary revisions and proofreading corrections on your copy.

Date

TO: Mr. Joseph Alliaume

ROM:
F~~rom:~~ Placement Office

SUBJECT: Student Job Interviews
October 25, 1971

Below is a list of students signed up for job interviews on October 25, 1971, and the scheduled time of the interview. If you find this will conflict with any functions of the Dean of Students' Office, please notify the Placement Office within the next few days so we can make new arrangements.

STUDENT	INTERVIEWER	TIME
Robert Carlson	Slowing Airline	2:15
Kevin Conklin	Data ~~Services~~ Programs, Inc.	1:45
Linda Stahl	Graham Telephone	2:30
Francis Hill	Mill Electronics	3:00
John ~~Martin~~ masterson	Atherton Machine	1:30
Peter Redick	Owens-Atlanta	3:15
Joe Haley, ~~Jr.~~	Liability Corp.	2:30 ~~2:00~~

All job interviews will be held in the Student Union Building, third ~~second~~ floor ballroom. Copies of student transcripts must be presented to the interviewer. ~~and~~ These may be ordered through the Registrar before October 15, 1971.

/05

1. Left Dial in LINE. Play back through "Alliaume CR CR". Skip 1 time. Type "FROM: TAB/TAB Placement Office CR".

2. Play back through "Slowing Airline . . . 2:15 CR".

3. Check Left Dial setting. Skip 1 time. Type revised line. End the line with a CR.

4. Play back rest of project. Make necessary revisions.

FOR REVIEW:

- Copy revisions change only the paper — the tape does not change.

- A LINE to the MT/ST includes the words and the Carrier return at the end of the line. A Carrier return by itself is a line to the MT/ST.

- A WORD to the MT/ST includes the characters, the punctuation (if any), and the space, Carrier return, or tab at the end of the word. A tab or Carrier return by itself is a word to the MT/ST.

- To skip material when making copy revisions:
  1. Play back to the point where you wish to skip.
  2. Check the Left Dial setting.
  3. Depress the Skip Button.

- To add material when making copy revisions:
  1. Play back to the point of addition.
  2. Type in the word, punctuation (if any), and the space, Carrier return, or tab that follows the word.

- When skipping and adding material, skip first and then add.

- If part of a word or the punctuation changes, skip the entire word and retype.

- When making changes in a centered and/or underscored heading:
  1. Set the Left Dial in LINE.
  2. Skip the entire line containing the change.
  3. Retype the entire line including the Carrier return at the end of the line.

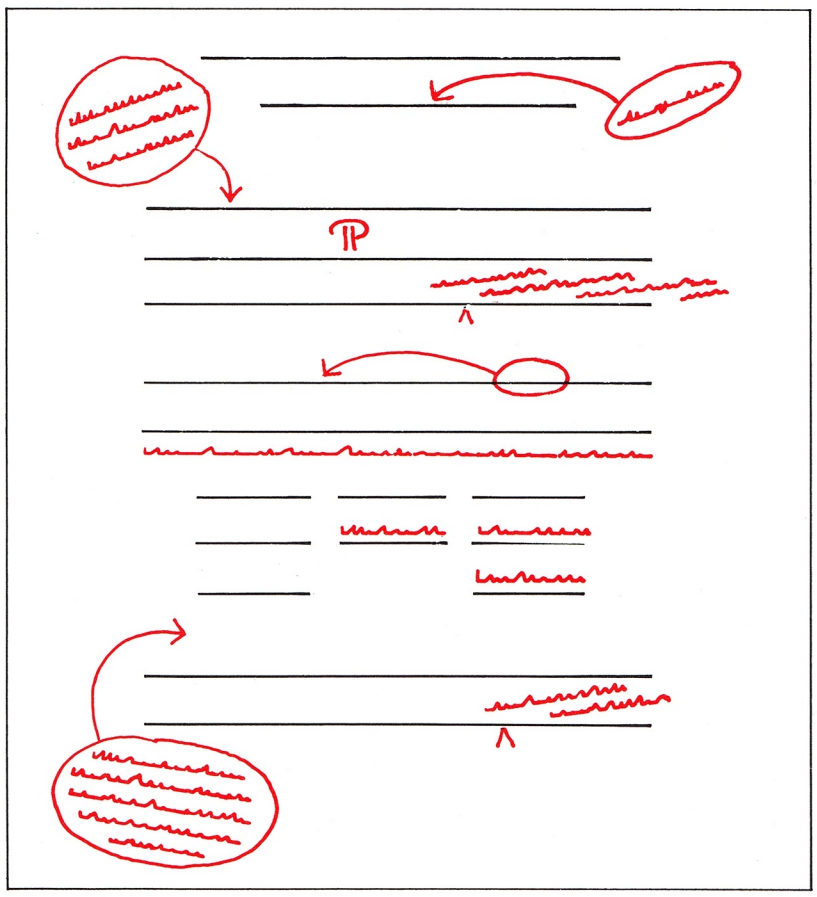
- When making a change in a line of tabulated material:
  1. Set the Left Dial in LINE.
  2. Skip the entire line containing the change.
  3. Retype the entire line correctly including the Carrier return at the end of the line.

- For efficient use of your MT/ST:
  1. Batch record your projects.
  2. Proofread before playing back.
  3. Play back your final copy making any necessary changes.

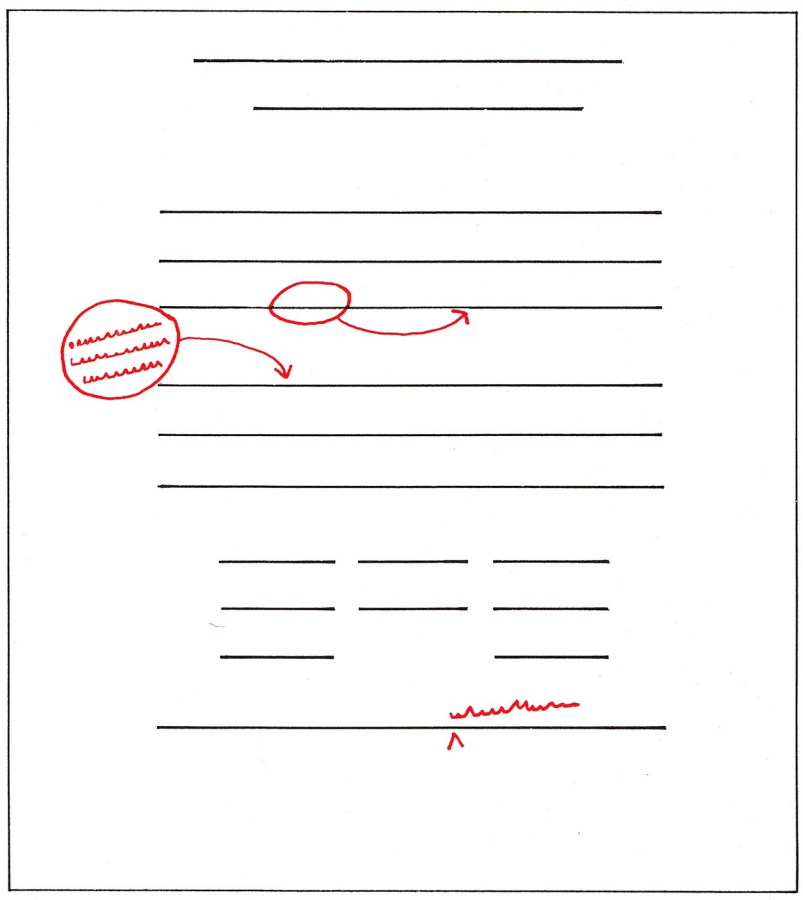
     (If you are playing back a project without changes, proofread the next project during this playback.)

When recorded material is returned to you for changes, you must make a decision: Which is faster and more practical for you — revising the copy or rerecording.

RERECORD THIS



REVISE THIS



Although experience will soon help you decide, the following suggestions may guide you while you are learning:

- How many changes are there?
- What kind of changes are needed?
  (change a few words or change several lines?)
- Are the changes scattered throughout the project or bunched together?
- How difficult would it be to rerecord the project?
  (a letter or a detailed statistical report?)

If this letter were returned to you with the following revisions . . .

Date

Mr. Leonard B. Henry
627 Southwest Boulevard
Lincoln, Nebraska 68501

Dear Mr. Henry:

We're concerned. You have been so prompt with your payments in the past ~~that we can't understand~~ What has happened to your last month's ~~June~~ premium payment of $24.80.

Has the bill ~~just~~ been mislaid? Is there some kind of adjustment that ~~or is some adjustment pending that we are not aware of?~~ needs to be made? Won't you be kind enough to either send us a check or write and ~~tell~~ let us know what the situation is at the moment.

Sincerely yours,

James H. Winslow

sbh/02

. . . you would rerecord it. Go to the next page.

EXERCISE

1. Search Ref Code 01. (You will not need the projects recorded at Ref Codes 01-05 any longer.)
2. Rerecord the letter as shown below.

Date

Mr. Leonard B. Henry
627 Southwest Boulevard
Lincoln, Nebraska 68501

Dear Mr. Henry:

We're concerned. You have been so prompt with your payments in the past. What has happened to your last month's premium payment of $24.80?

Has the bill been mislaid? Is there some kind of adjustment that needs to be made? Won't you be kind enough to either send us a check or write and let us know what the situation is at the moment.

Sincerely yours,

James H. Winslow

sbh/01

After seeing the new letter, Mr. Winslow marked further revisions as shown on the next page.

Play back the letter, making copy revisions.

Your revised copy will look a little strange. At this point, do not be concerned about the appearance of the copy. Follow the step-by-step instructions in the right margin.

Date

Mr. Leonard B. Henry
627 Southwest Boulevard
Lincoln, Nebraska 68501

Dear Mr. Henry:

We're concerned. You always have been so very prompt with your payments in the past. What has happened to your last month's premium payment of $24.80?

Has the bill been mislaid? Is there some kind of adjustment that needs to be made? Won't you ~~be kind enough to~~ either send us a check or write and let us know what the situation is at the moment.

Sincerely yours,

James H. Winslow

sbh/01

1. Left Dial in WORD. Play back through "You". Type "always SP".
2. Play back through "so". Type "very SP".
3. Left Dial in LINE. Play back through "adjustment CR".
4. Left Dial in WORD. Play back through "you". Depress Skip 4 times.
5. Left Dial in AUTO. Play back rest of letter.

LOOK AT YOUR REVISED COPY.

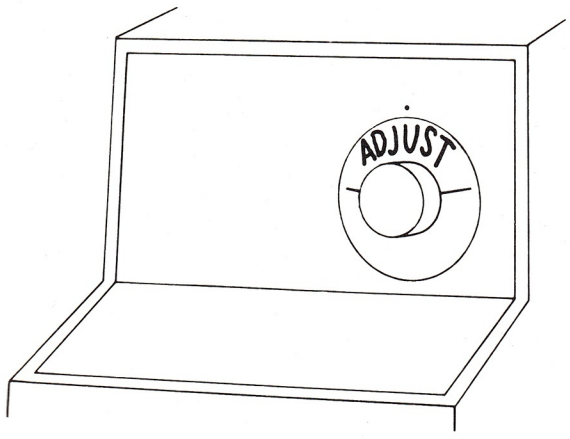
One line is too long and one line is too short. You cannot make revisions that will change the length of a line in PLAY.

You will learn to make this type of revision in the next section.



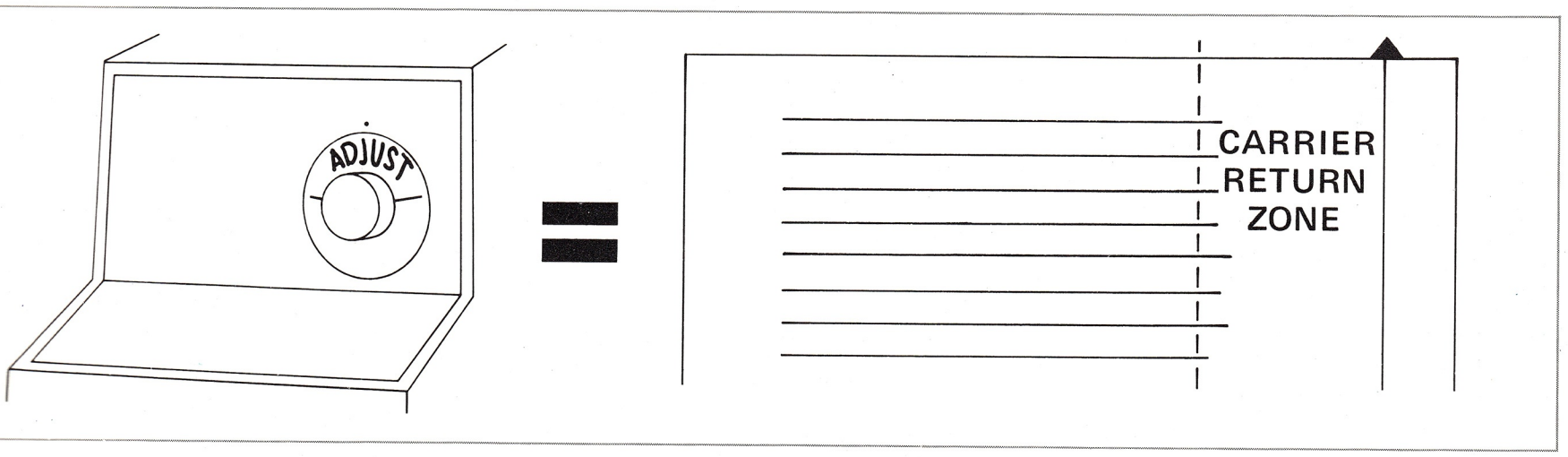
Revisions in Adjust
Text and Indented Material
Projects of More Than One Page

For revisions that make a line too short or too long, turn the Right Dial to ADJUST.

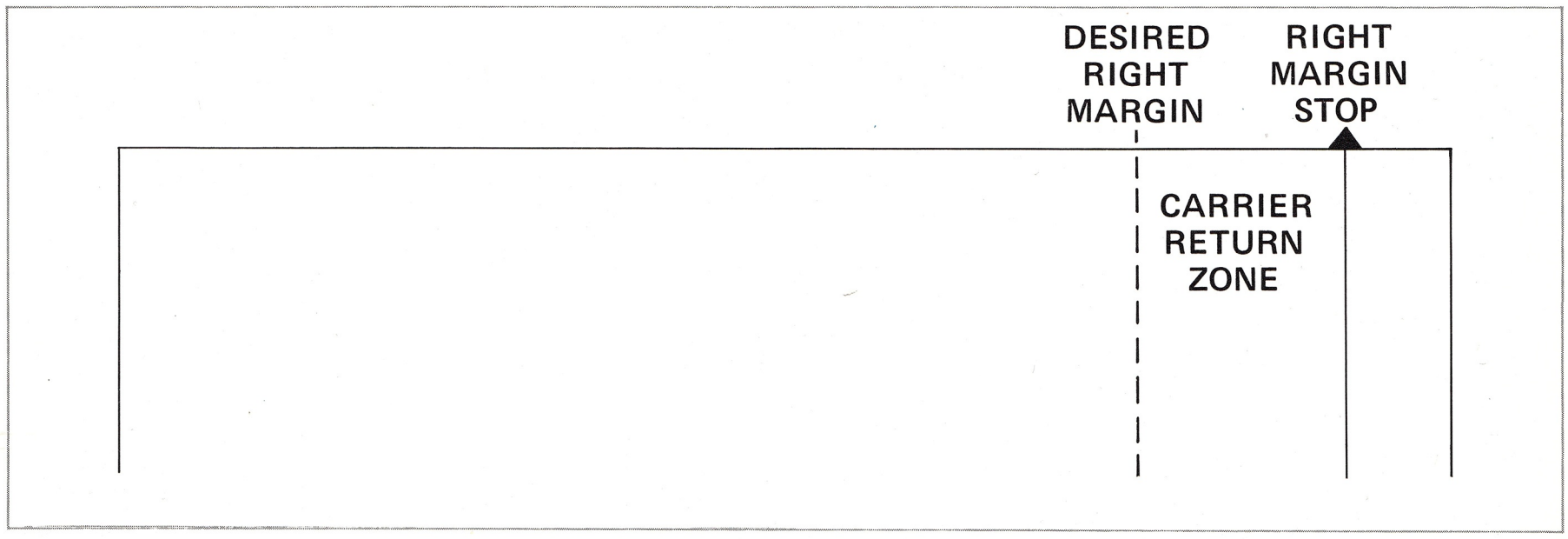


In PLAY the MT/ST ends each line when it finds a Carrier return.

In ADJUST the MT/ST ignores the way lines are recorded. The CARRIER RETURN ZONE controls where each line ends.



To set up the CARRIER RETURN ZONE when playing back material in Adjust:



1. Determine where you wish your line to end on the paper. This is the DESIRED RIGHT MARGIN.
2. Set the Right Margin Stop approximately one inch beyond the Desired Right Margin.

EXERCISE 1

1. Set the Right Dial on PLAY. (You will be told when to change to ADJUST.)

   Search Ref Code 01.

2. The Desired Right Margin is 80(Elite), 70 (Pica). Reset the Right Margin Stop — ELITE to 91, PICA to 78.

3. Using the instructions in the right margin, revise this letter:

   The MT/ST will stop when you are not expecting it to. Depress Start and continue.

Date

Mr. Leonard B. Henry
627 Southwest Boulevard
Lincoln, Nebraska 68501

Dear Mr. Henry:

always very

We're concerned. You have been so prompt with your payments in the past. What has happened to your last month's premium payment of $24.80?

Has the bill been mislaid? Is there some kind of adjustment that needs to be made? Won't you ~~be kind enough to~~ either send us a check or write and let us know what the situation is at the moment.

Sincerely yours,

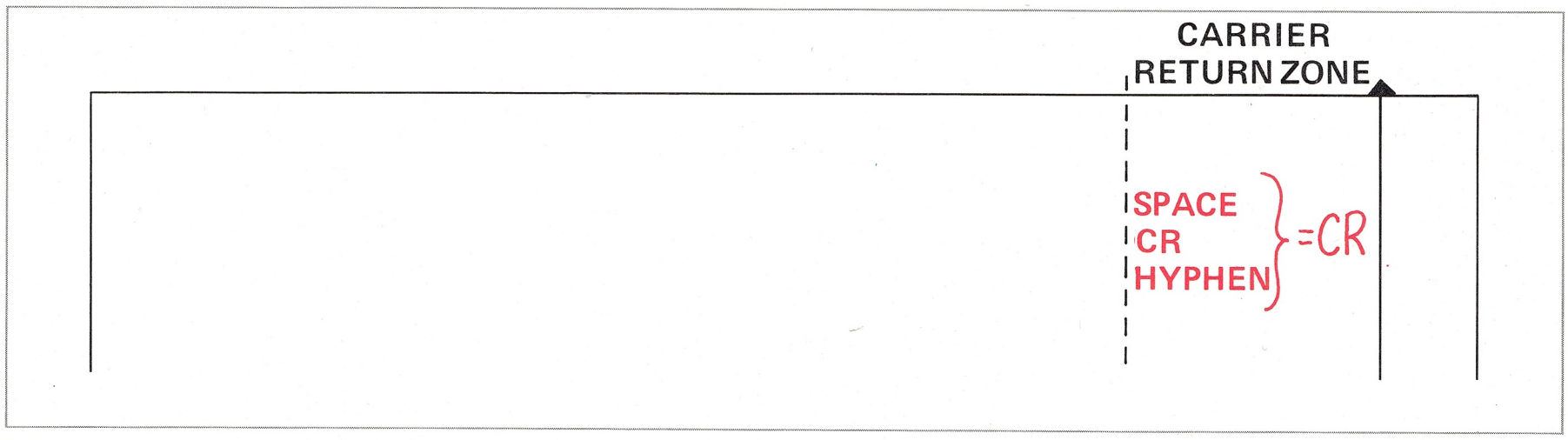
James H. Winslow

sbh/01

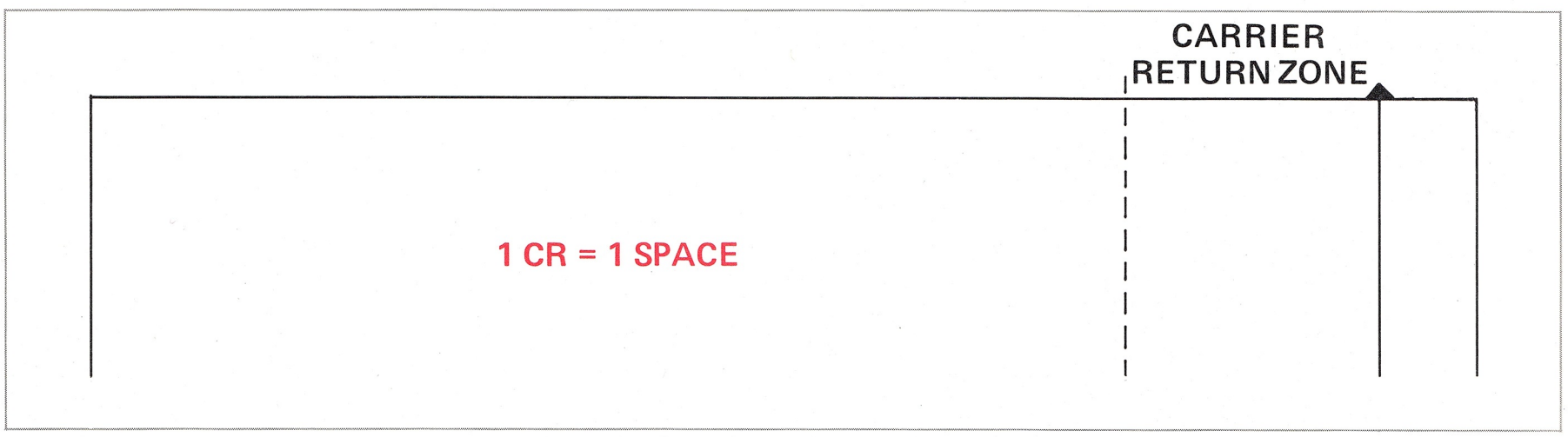
1. Left Dial in WORD. Play back through "You". CHANGE RIGHT DIAL TO ADJUST. Type "always sp".
2. (Leave Right Dial in ADJUST.) Play back through "so". Type "very sp".
3. (Leave Right Dial in ADJUST.) Left Dial in LINE. Play back through "adjustment".
4. Left Dial in WORD. Play back through "you". Skip 4 times.
5. Left Dial in AUTO. Play back rest of letter.

If the revised lines appear too long or too short this time, repeat the exercise.

Once the Carrier enters the CARRIER RETURN ZONE, the MT/ST will end the line as soon as it finds the first Space, hyphen, or Carrier return.



The MT/ST spaces once when it finds a Carrier return before the ZONE.



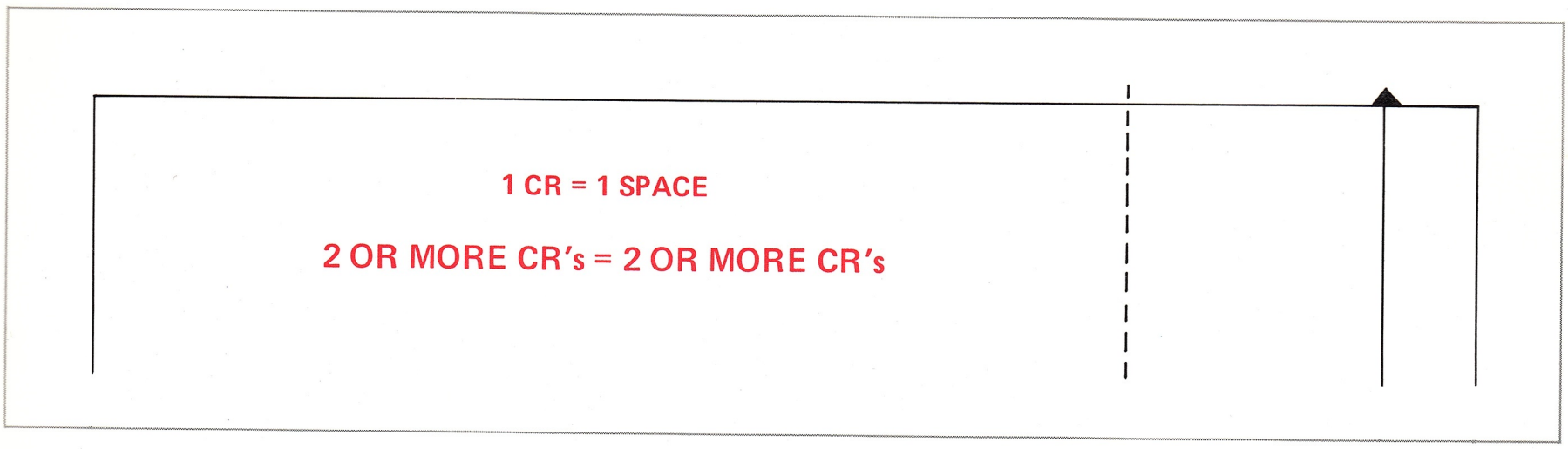
EXERCISE 2

1. Set the Left Dial in AUTO.
2. Set the Right Dial in ADJUST.
3. Search Ref Code 01. (You can search in Adjust.)
4. Depress Start. The playback copy will look a little strange. Do not stop the MT/ST.

LOOK AT YOUR PLAYBACK COPY:

There is only 1 CR after "Leonard B. Henry" and "Boulevard." That is why the inside address played back in a straight line.

The MT/ST will end a line before the CARRIER RETURN ZONE when it finds more than one Carrier return.



LOOK AT YOUR PLAYBACK COPY AGAIN:

The following lines play back correctly because they were followed by 2 or more CR's:

- Dear Mr. Henry:
- Sincerely yours,

James H. Winslow

If the closing were recorded as follows . . .

```
        is at the moment.

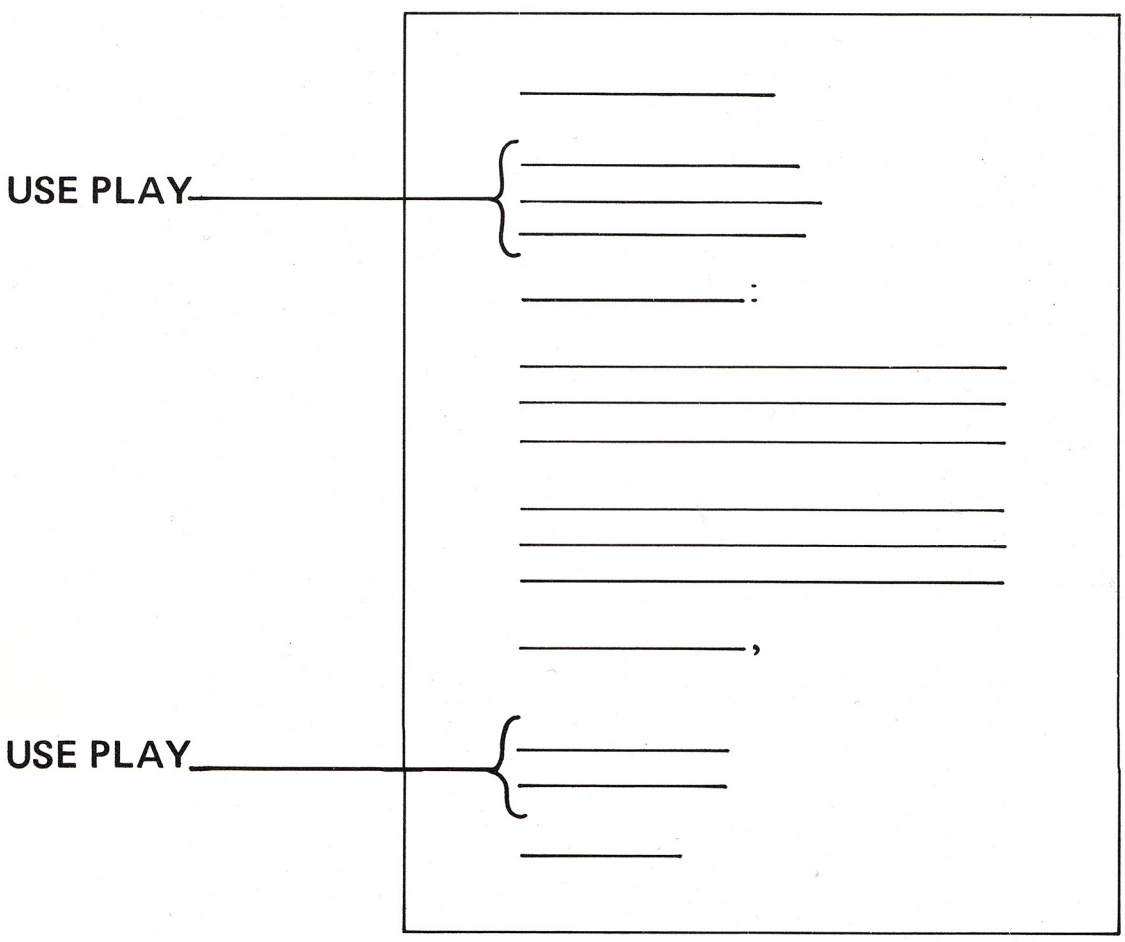
        Sincerely yours,



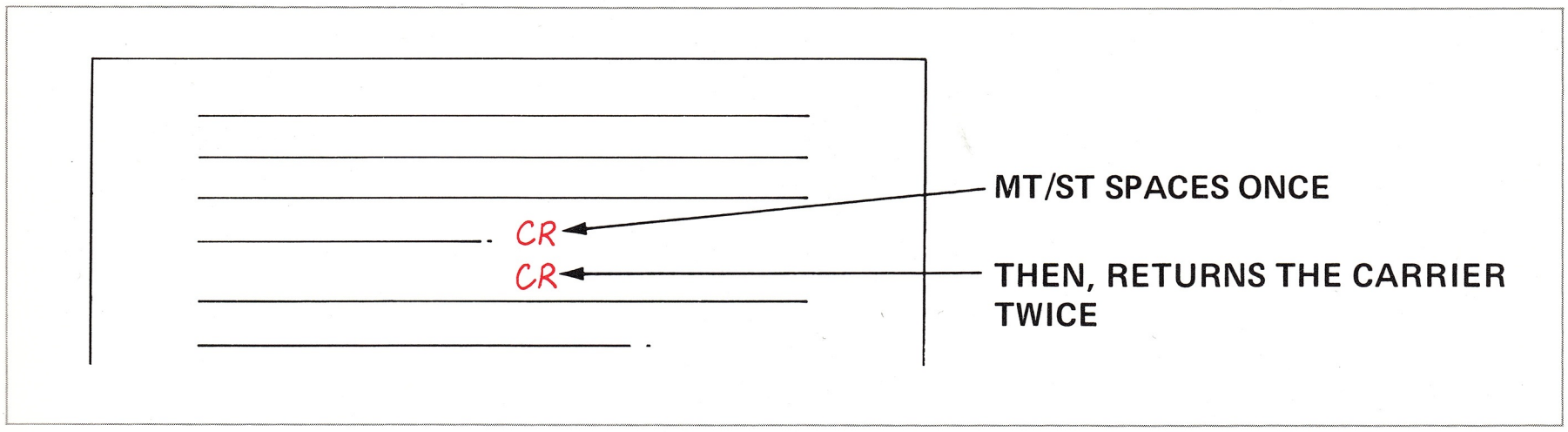
        James H. Winslow
        President
```

The last two lines would not play correctly in ADJUST.

To play out any lines that will not play back correctly in ADJUST, use PLAY.

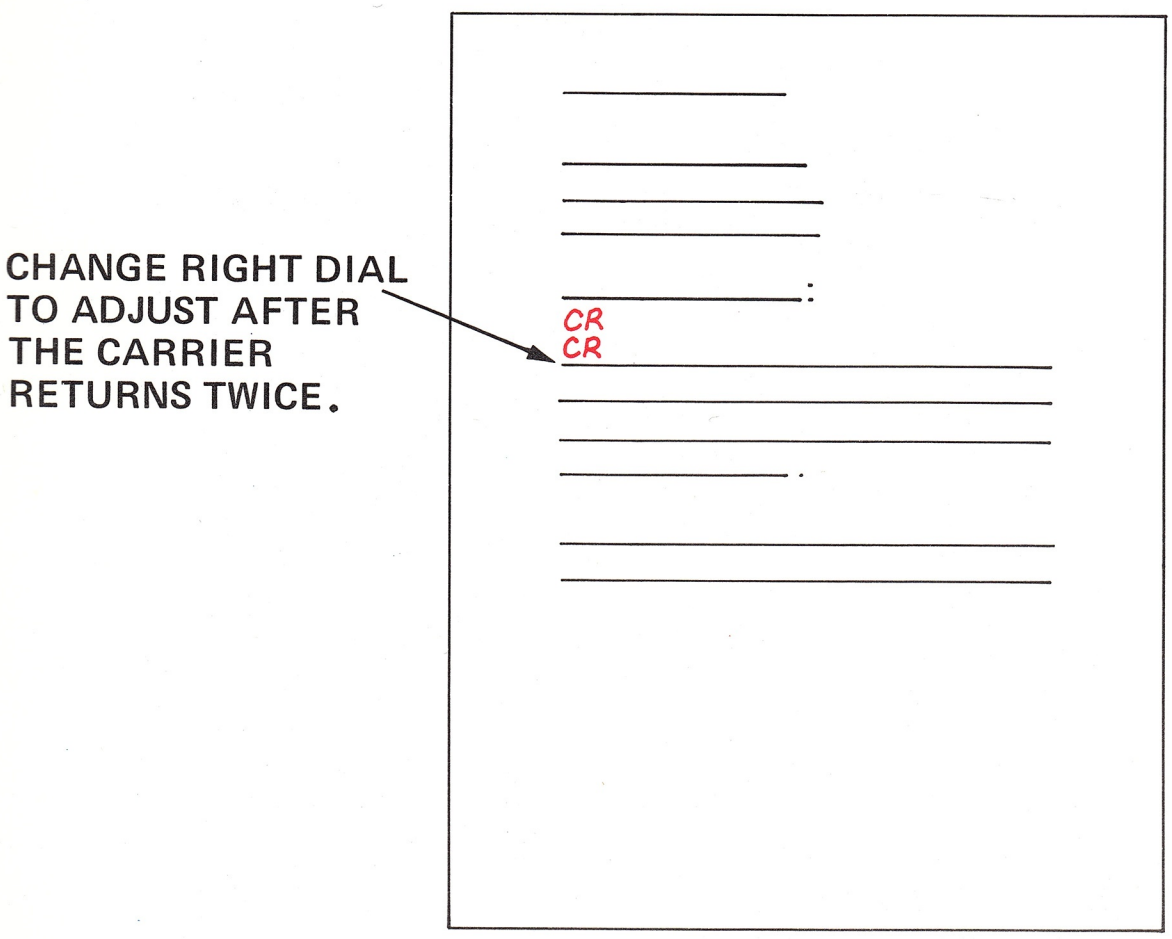


When two Carrier returns are played back before the ZONE, the MT/ST spaces on the first. On the second, it returns twice.

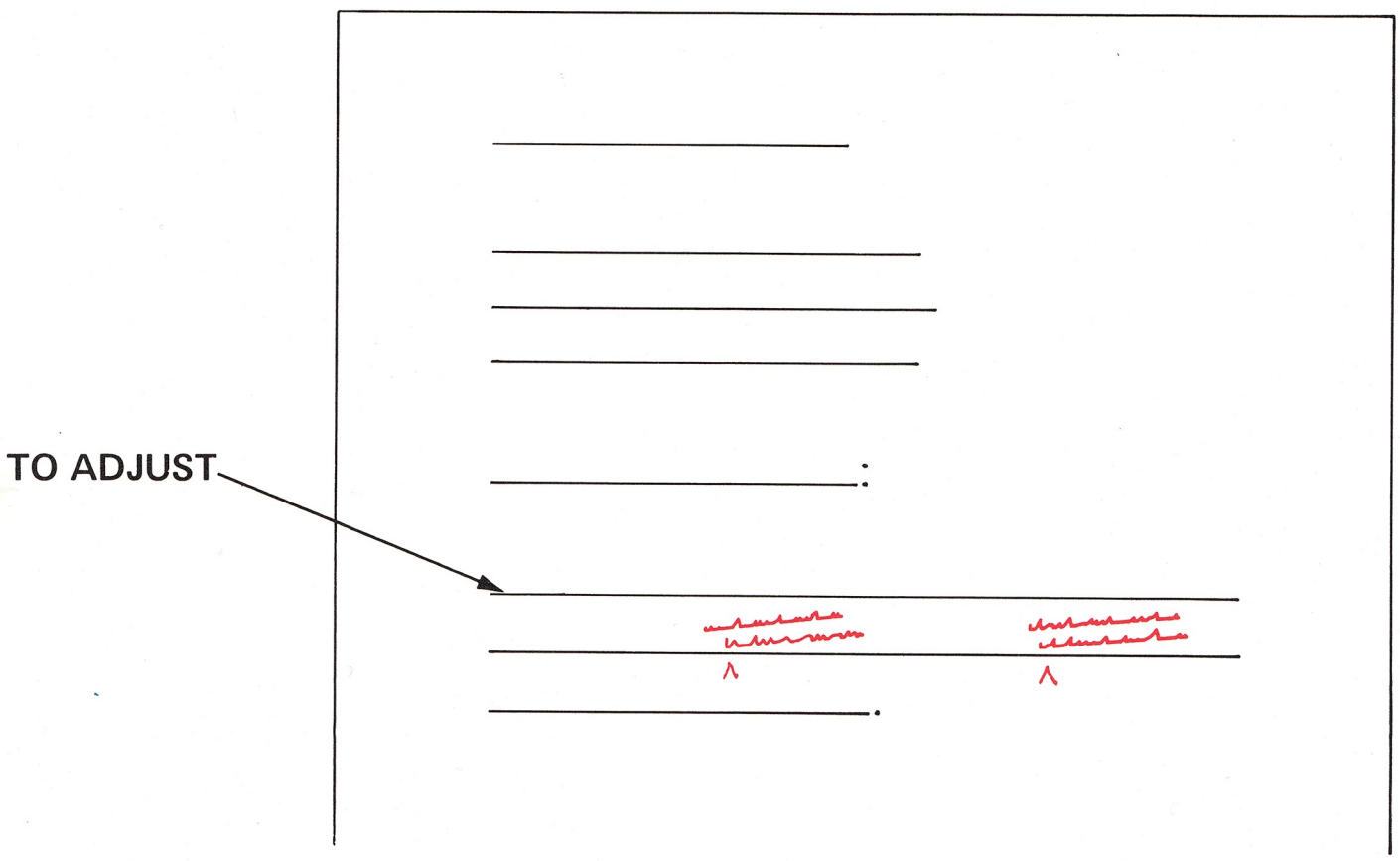


The Carrier will not return twice if you change the Right Dial between two Carrier returns.

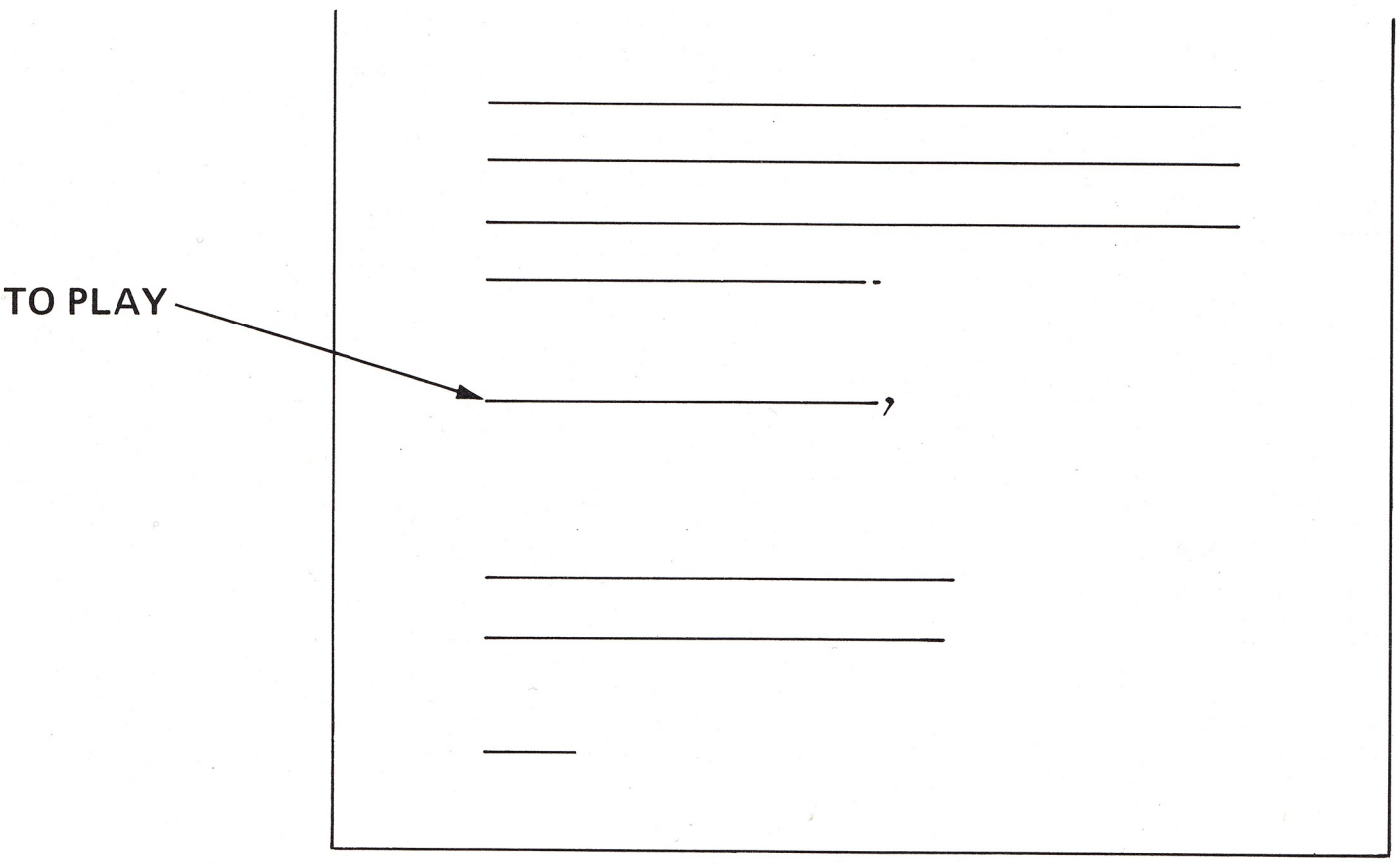
Always let both Carrier returns play back before changing from PLAY to ADJUST (or from ADJUST to PLAY).



When revisions change line lengths, change to ADJUST on the first line of the material to be revised. For example:



Leave the dial in ADJUST to complete playback, unless some portion of the material must be played in PLAY. For example:



Remember, do not change the Right Dial between Carrier returns.

EXERCISE 3

1. Set the Right Dial for PLAY.
2. Search Ref Code 01.
3. Remember, the Right Margin Stop should be set approximately one inch from the desired right margin.
4. Now that you understand how the MT/ST "knows" where to end a revised line, see if you can revise the letter without the step-by-step instructions:

Date

Mr. Leonard B. Henry
627 Southwest Boulevard
Lincoln, Nebraska 68501

Dear Mr. Henry:

We're concerned. You always have been so very prompt with your payments in the past. What has happened to your last month's premium payment of $24.80?

Has the bill been mislaid? Is there some kind of adjustment that needs to be made? Won't you ~~be kind enough to~~ either send us a check or write and let us know what the situation is at the moment.

Sincerely yours,

James H. Winslow

sbh/01

Did you remember to change the dial to Adjust on the first line of the first paragraph?

Remember, in Adjust the MT/ST ends a line when it finds two Carrier returns.

The MT/ST also will end a line when it finds a Carrier return followed by a TAB.

Therefore, the MT/ST ends paragraphs or sections of material when it finds either . . .

- 2 Carrier returns for blocked material

OR

- CR and TAB for indented material

BLOCKED PARAGRAPHS

CR
CR

INDENTED PARAGRAPHS

CR
TAB

The same procedures apply to playing out a Carrier return/Tab combination as to playing out two Carrier returns.

FOR REVIEW:

- Copy revisions that change line lengths must be made in ADJUST.

- In Adjust, the CARRIER RETURN ZONE controls where revised lines end.

  To set up the Carrier Return Zone:

  1. Determine the desired right margin.
  2. Set the RIGHT MARGIN STOP about one inch beyond the desired right margin.

  The MT/ST ends a line in the Carrier Return Zone as soon as it finds one of the following:

  - Space
  - Hyphen
  - Carrier return

- The MT/ST ends a line before the Carrier Return Zone, if it finds the following:
  - 2 or more CR's
  - CR and TAB

- If the MT/ST finds only one Carrier return before the Zone, it will space.

- Always change to Adjust on the first line of the material to be revised.

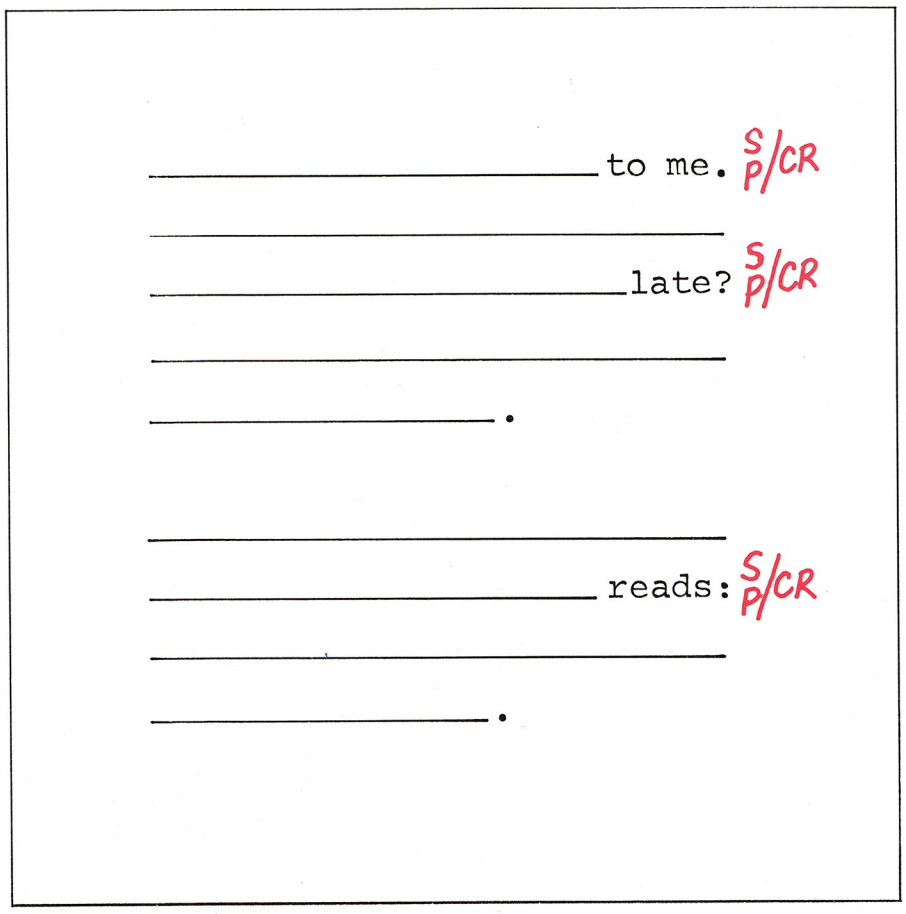
- Once you set the Dial on Adjust, leave it there to finish the page unless certain lines must be played out in PLAY.

- Do not change from PLAY to ADJUST or vice versa between two Carrier returns or a Carrier return/Tab combination.

- You can search in Play or Adjust.

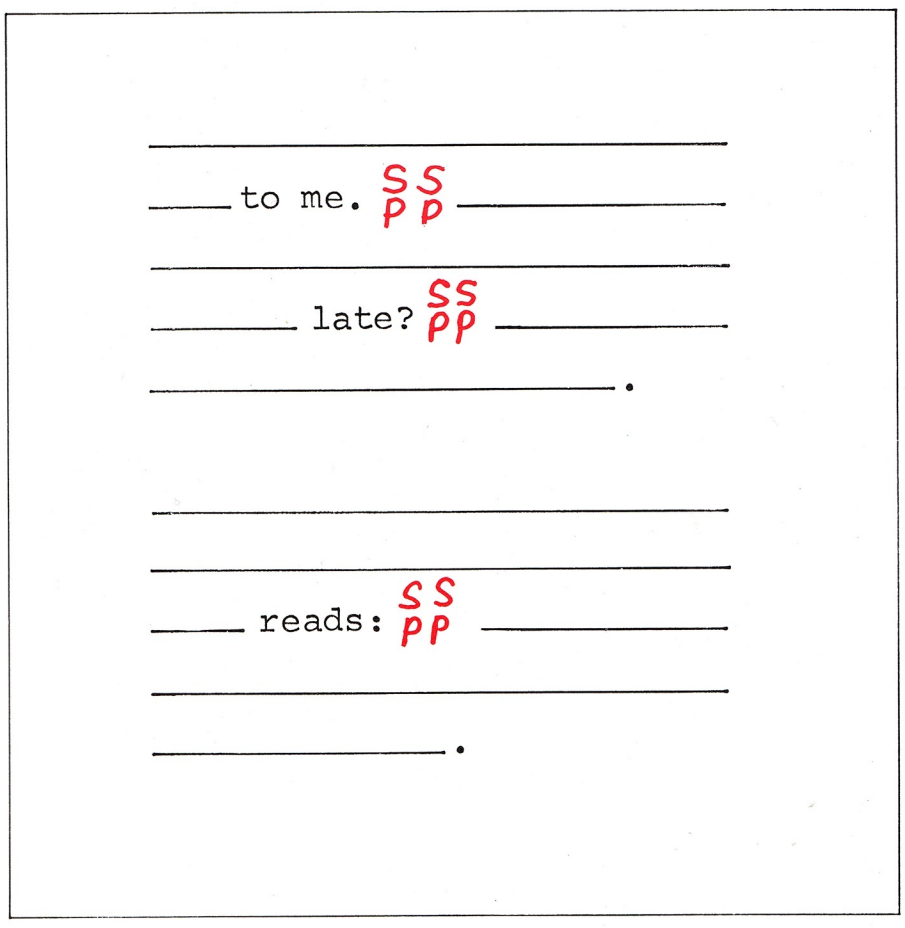
When you type the last word of a sentence near the right margin, you must space before you Carrier return.

RECORD COPY



This extra space guarantees that there will be two spaces at the end of a sentence if it falls in the middle of the line in ADJUST playback.

ADJUST PLAYBACK COPY



EXERCISE

1. Search Ref Code 01.
2. Set the typewriter for double spacing.
3. Record this exercise:

Because of the cost, telegrams connote urgency to me. S/P/CR

Maybe that is why you sent me the telegram on September 10. S/P/CR

It did receive my immediate attention. However, your message compelled me to reply by letter so that I could state my case more explicitly than a telegram allows.

The telegram that I received stated very emphatically: S/P/CR

"Court proceedings on your late account begin in ten days." S/P/CR

This ingenious method of asking for payment intrigues me. S/P/CR

It sure is an innovation in public relations.

Play back the exercise:

1. Set the Right Dial in ADJUST.
2. Be sure the Right Margin Stop is on 91 (ELITE), 78 (PICA).
3. Search Ref Code 01.
4. Make the revisions.

   Notice how the S/P/CR becomes S/P/S/P

Because of the cost, telegrams connote urgency to me.

Maybe that is why you decided to sent me the telegram on September 10.

It did receive my immediate attention. But ~~However~~, your message compelled me to reply by letter so that I could state my case more explicitly than a telegram allows.

The telegram that I received on September 10 stated very emphatically:

"Court proceedings on your late account begin in ten days."

This ingenious method of asking for payment intrigues me.

It sure is an innovation in public relations.

SAVE THIS EXERCISE. You will use it again.

To the machine, there are two kinds of hyphens, "permanent" and "temporary."
Some hyphens are part of a word or number:

```
"mother-in-law" house plan

X-ray film

Policy No. HA-12344-88

First- and second-generation computers
```

Just record these "permanent" hyphens in the normal way.

Other hyphens are used because the line is full and there is not enough room for the whole word on that line.

```
We have a hard-working staff and devoted volunteers.  In com-
mittees and as individuals they have given remarkable service
to our community.  Paying your dues promptly will help to con-
tinue this nonpartisan work.
```

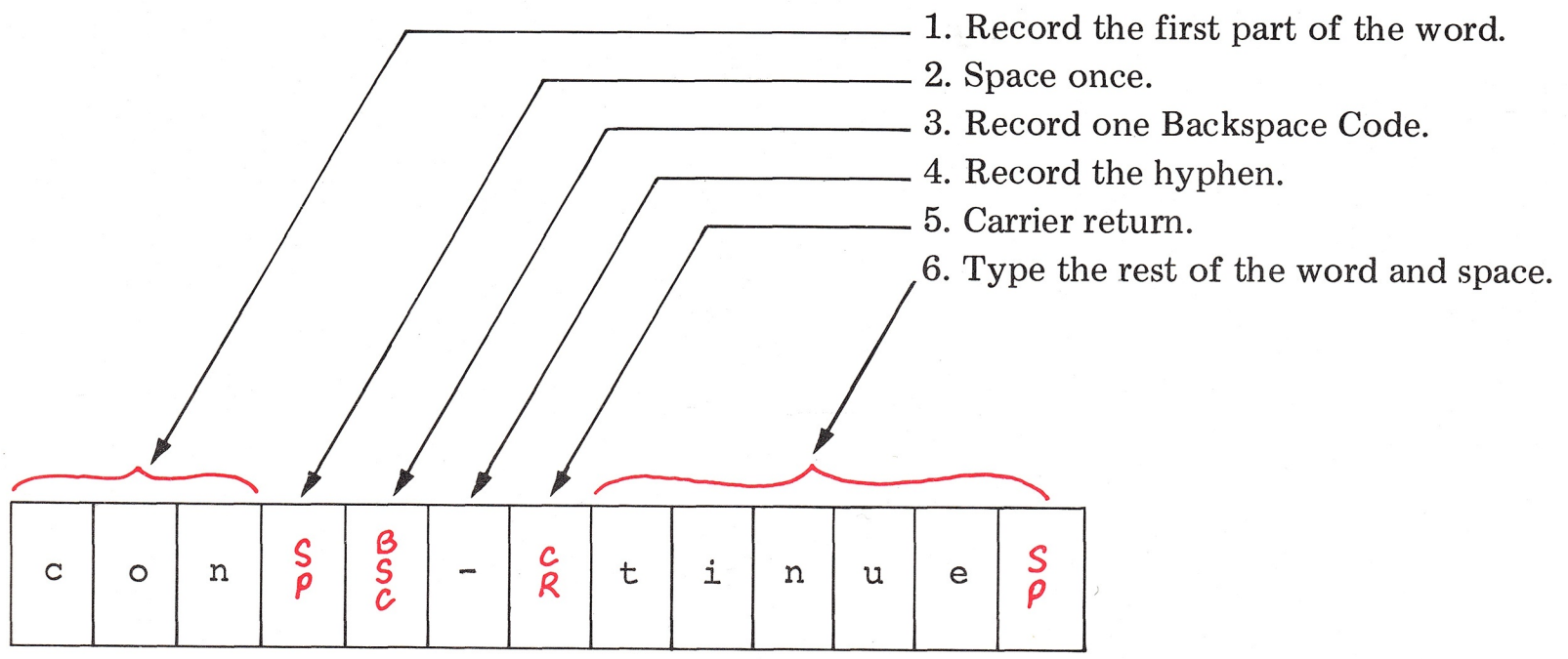
Permanent hyphens won't work here. The machine would print them, even if a revision put the word in the middle of a line.

```
We have a hard-working staff.  In com-mittees and as individuals
they have given remarkable service.  Paying your dues promptly
will help to con-tinue this nonpartisan work.
```

The hyphens you record because the line is full are called "temporary" hyphens.

You record a temporary hyphen in a special way. The MT/ST will then drop it if the word comes in the middle of a line.

To record a temporary hyphen:



1. Search to Ref Code 02.
2. Record this paragraph exactly as shown. Use temporary hyphens.

```
Temporary hyphens are some-
times not needed and are re-
corded with a special pro-
cedure which will distin-
guish them from permanent hy-
phens.
```

Play back in Adjust. Watch for this:

In Adjust, the typewriter leaves out temporary hyphens except at the end of a line.

NOTE: If you followed the instructions exactly and this exercise did not work out, your machine has a special feature. Reverse the hyphenation procedures. On your MT/ST you will record a "temporary" hyphen in the usual way and use the Space/Backspace Code/ Hyphen/Carrier return method for "permanent" hyphens.

EXERCISE 1 — RECORDING TEMPORARY AND PERMANENT HYPHENS

1. Search Ref Code 03.
2. Record this exercise.

We have a hard-working staff and devoted volunteers. In committees and as individuals they have given remarkable service to our community. Paying your dues promptly will help to continue this nonpartisan work. But ever-rising costs put our 1971-72 program in jeopardy. Now your generous extra contribution is essential. Never in our ten-year history has so critical a need arisen.

Save the exercise, but don't play it back yet. You will use it soon.

Remember:

- A "word" to the MT/ST ends with a space, Carrier return, or tab.
- If the Left Dial is set on Word, you push Start (or Skip) once for each "word."

With the Left Dial set on Word, how many times would you depress Start or Skip for each circled word below?

We have a hard-working staff and devoted volunteers. But ever-rising costs have put our 1971-72 program in jeopardy.

EXERCISE 2 — SKIPPING MATERIAL WITH PERMANENT HYPHENS

1. Search Ref Code 03 in Adjust.
2. Make the revisions.
3. Stay in Auto as much as possible.

We have a hard-working staff and devoted volunteers. In committees and as individuals they have given remarkable service to our community. Paying your dues promptly will help to continue this nonpartisan work. But ~~ever-rising~~ costs put our ~~1971-72~~ program in jeopardy. Now your generous extra contribution is essential. Never in our ~~ten-year~~ history has so critical a need arisen.

Answer: once hard-working S P 1971-72 S P

Remember:

- A temporary hyphen looks like this: con SP BSC- CR tinue SP
- A "word" to the MT/ST ends with a Space, Carrier return, or Tab.

With the Left Dial set on Word, how many times would you depress Start or Skip for each circled word below?

This special appeal of ours (only the third time in our his-
tory) is being sent only to our new members at this time.
We feel sure that the same interest which originally moti-
vated you to join Concerned Citizens has not diminished.

EXERCISE 3 SKIPPING MATERIAL WITH TEMPORARY HYPHENS

1. Search Ref Code 03.
2. Make the revisions.
3. Skip three times in Word to skip a word divided at the end of a line. (It will sound like three short words, not one longer one.)

We have a hard-working staff and devoted volunteers. In ~~com-~~
~~mittees~~ groups and as individuals they have given remarkable service
to our community. Paying your dues promptly will help to con-
tinue this nonpartisan work. But ever-rising costs put our
1971-72 program in jeopardy. Now your generous extra ~~contri-~~
~~bution~~ help is essential. Never in our ten-year history has so
critical a need arisen.

Answer: 3 times his SP BSC- CR tory) SP moti SP BSC- CR vated SP

Dashes are made up of two permanent hyphens.

The seasons of the year--spring, summer, fall
and winter--are not capitalized.

EXERCISE 1 — RECORDING MATERIAL WITH DASHES

1. Search Ref Code 04.
2. Record the exercise.

We have a hard-working staff--and devoted volunteers. In committees and as individuals they have given remarkable service to our community. Paying your dues promptly will help to continue this nonpartisan work. But ever-rising costs put our 1971-72 program in jeopardy. Now your generous extra contribution is essential--never in our ten-year history has so critical a need arisen.

This special appeal of ours--only the third time in our history--is being sent only to our new members at this time. S/P/CR We feel sure that the same interest which originally motivated you to join Concerned Citizens has not diminished. Our Report CC-1971-4, which is enclosed, shows progress toward some of our common goals. With your continued--hopefully increased--financial assistance, we will be able to continue that progress in 1971-72.

Whole words connected by a dash are <u>one</u> word to the MT/ST.

```
The seasons of the year--spring, summer, fall
```

EXERCISE 2 — REVISING MATERIAL WITH DASHES

1. Search Ref Code 04.
2. Make the revisions.
3. Stay in Auto as much as possible.

We have a hard-working staff~~--~~and devoted volunteers. In committees and as individuals they have given remarkable service to our community. Paying your dues promptly will help to continue this nonpartisan work. But ever-rising costs put our 1971-72 program in jeopardy. Now your generous <u>extra</u> contribution is essential~~--~~never in our ten-year history has so critical a need arisen.

This <u>special</u> appeal ~~of ours~~--which is only the third ~~time~~ in our history--is being sent only to our new members at this time. We feel sure that the same interest which originally motivated you to join Concerned Citizens has not diminished. Our Report CC-1971-4, which is enclosed, shows progress toward some of our common goals. With your ~~continued~~--hopefully increased--financial assistance, we will be able to continue that progress in 1971-72.

generous

EXERCISE 3 — REVISING MATERIAL WITH HYPHENS AND DASHES

Play back again, making these revisions.

We have a hard-working staff--and devoted volunteers. ~~In committees and as individuals~~ they have given remarkable service to our community. Paying your dues promptly will help to continue this nonpartisan work. But ever-rising costs put our 1971-72 program in jeopardy. Now your generous extra contribution is ~~essential--never~~ really needed. never in our ten-year history has so critical a need arisen.

This special appeal of ours--only the third time in our history--is being sent only to our new members at this time. We feel sure that the same interest which originally ~~motivated~~ caused you to join Concerned Citizens has not diminished. Our Report CC-1971-4, which is enclosed, shows progress toward some of our common goals. With your continued--~~hopefully~~ even increased--financial assistance, we will be able to continue that progress in 1971-72.

Save this exercise. You will use it again.

FOR REVIEW:

- SPACE AFTER ENDING PUNCTUATION

  When you type the last word of a sentence near the right margin, you must space before you Carrier return.

- PERMANENT HYPHENS

  They are part of a word or number, as in "mother-in-law" or "916-3594."

  Record them in the usual way.

  Words with permanent hyphens play back or skip as one word.

- TEMPORARY HYPHENS

  They are recorded when a word has to be divided at the end of a line.

  Record them as: Space/Backspace Code/-/Carrier return.

  Words with temporary hyphens play back or skip as three words.

- DASHES

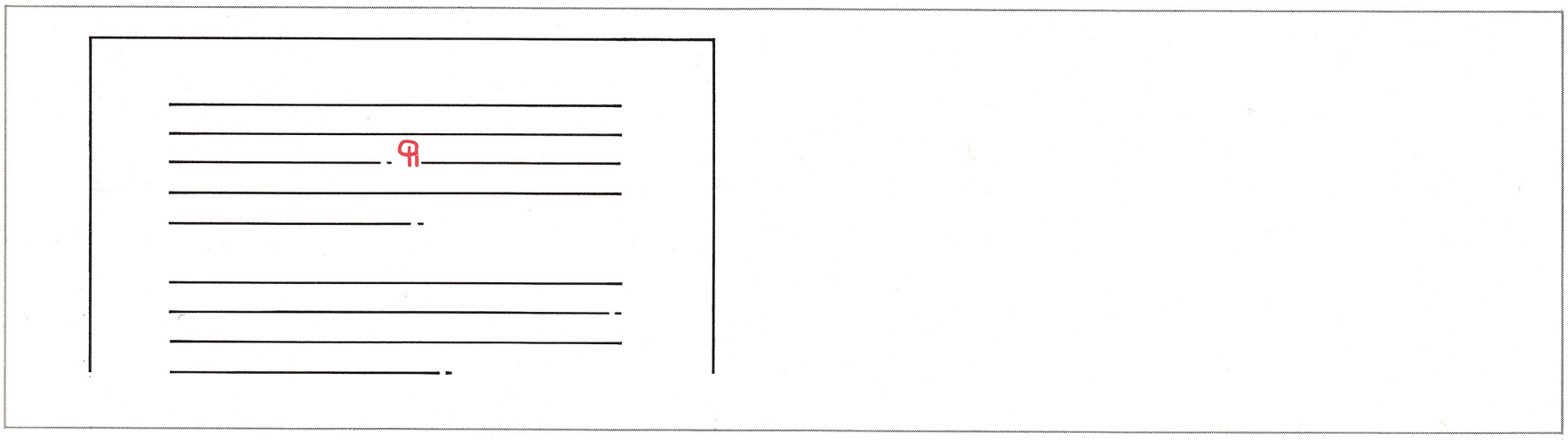
  They are made up of two permanent hyphens.

  Two words connected by a dash play back or skip as one word.

- GENERAL

  If your MT/ST has a special hyphen feature, reverse these hyphenation procedures. Use the Space/Backspace Code/-/Carrier return for permanent hyphens and record temporary hyphens in the usual way.

When separating blocked paragraphs (¶):



1. Be sure the Right Dial is in ADJUST.
2. Play back the last word of the sentence.
3. Play back the extra space (or the Carrier return).
4. Return the Carrier for the new paragraph.
5. Depress Start.

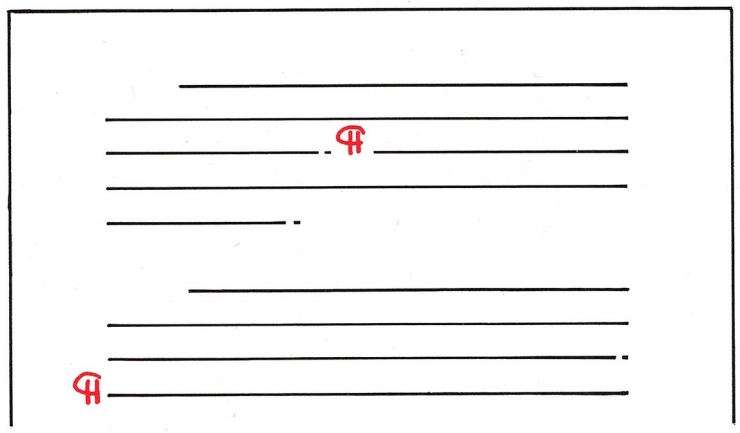
EXERCISE 1

1. Set the Right Dial in ADJUST.
2. Be sure the Right Margin Stop is on 91 (ELITE), 78 (PICA).
3. Search Ref Code 04.
4. Make the following revisions:

We have a hard-working staff--and devoted volunteers. In committees and as individuals they have given remarkable service to our community.¶ Paying your dues promptly will help to continue this nonpartisan work. But ever-rising costs put our 1971-72 program in jeopardy. Now your generous extra contribution is essential--never in our ten-year history has so critical a need arisen.

This special appeal of ours--only the third time in our history--is being sent only to our new members at this time. ¶We feel sure that the same interest which originally motivated you to join Concerned Citizens has not diminished. Our Report CC-1971-4, which is enclosed, shows progress toward some of our common goals.¶ With your continued--hopefully increased--financial assistance, we will be able to continue that progress in 1971-72.

When separating indented paragraphs (¶):



1. Be sure the Right Dial is in ADJUST.
2. Play back the last word of the sentence.
3. Play back the extra space (or the Carrier return).
4. Return the Carrier (if necessary) and Tab to indent the new paragraph.
5. Depress Start.

EXERCISE 2

1. Set the typewriter for double spacing.
2. Search Ref Code 01.
3. Make the following revisions:

Because of the cost, telegrams connote urgency to me.

Maybe that is why you sent me the telegram on September 10.

It did receive my immediate attention. ¶ However, your message compelled me to reply by letter so that I could state my case more explicitly than a telegram allows.

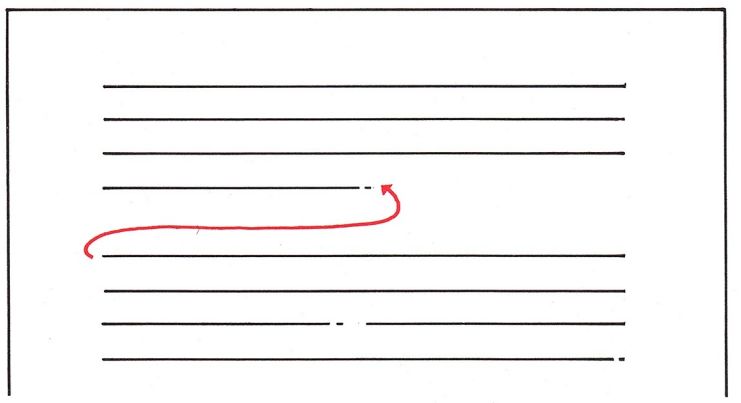
The telegram that I received stated very emphatically:

"Court proceedings on your late account begin in ten days."

¶ This ingenious method of asking for payment intrigues me.

It sure is an innovation in public relations.

When combining blocked paragraphs:



1. Be sure the Right Dial is in ADJUST.
2. Skip the last word in the first paragraph.
3. Skip the second Carrier return.
4. Retype the word and the punctuation; space twice.
5. Depress Start.

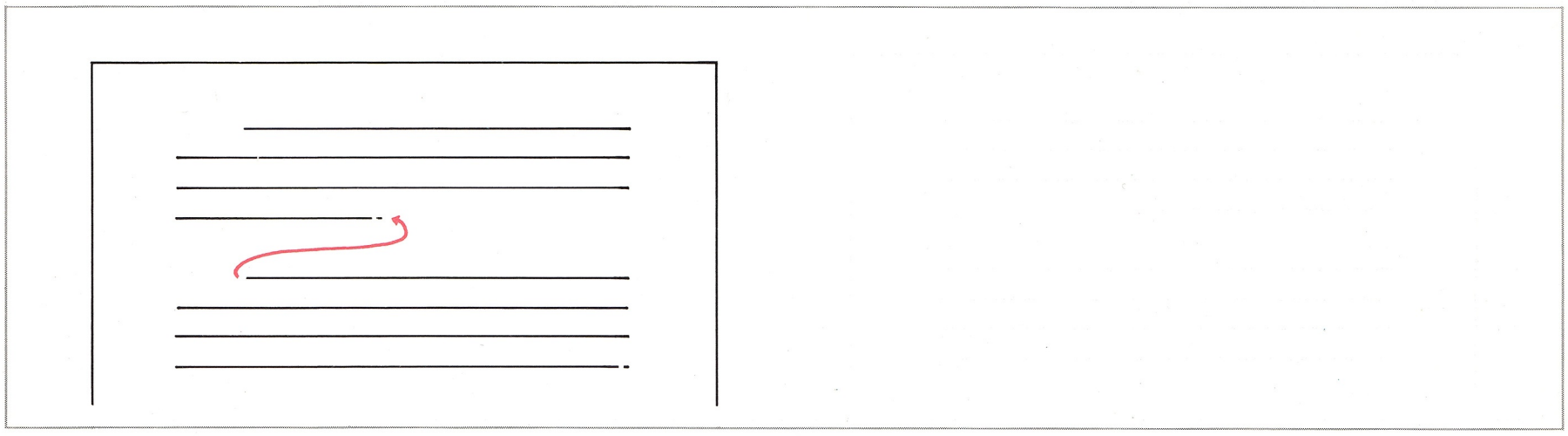
EXERCISE 3

1. Set the Right Dial in ADJUST; the typewriter for single spacing.
2. Be sure the Right Margin Stop is set on 91 (ELITE), 78 (PICA).
3. Search Ref Code 04.
4. Make the following revisions:

We have a hard-working staff--and devoted volunteers. In committees and as individuals they have given remarkable service to our community. Paying your dues promptly will help to continue this nonpartisan work. But ever-rising costs put our 1971-72 program in jeopardy. Now your generous extra contribution is essential--never in our ten-year history has so critical a need arisen.

This special appeal of ours--only the third time in our history--is being sent only to our new members at this time. We feel sure that the same interest which originally motivated you to join Concerned Citizens has not diminished. Our Report CC-1971-4, which is enclosed, shows progress toward some of our common goals. With your continued--hopefully increased--financial assistance, we will be able to continue that progress in 1971-72.

When combining indented paragraphs:



1. Be sure the Right Dial is in ADJUST.
2. Skip the last word in the first paragraph.*
3. Skip the TAB in Word.
4. Retype the word and the punctuation; space twice.
5. Depress Start.

EXERCISE 4

1. Set the Right Dial in ADJUST.
2. Set the typewriter for double spacing.
3. Be sure the Right Margin Stop is set on 91 (ELITE), 78 (PICA).
4. Search Ref Code 01.
5. Make the following revisions:

```
    Because of the cost, telegrams connote urgency to me.

Maybe that is why you sent me the telegram on September 10.

It did receive my immediate attention.  However, your message

compelled me to reply by letter so that I could state my case

more explicitly than a telegram allows.

    The telegram that I received stated very emphatically:

"Court proceedings on your late account begin in ten days."

This ingenious method of asking for payment intrigues me.

It sure is an innovation in public relations.
```

*If there are two Carrier returns, skip the second Carrier return.

FOR REVIEW:

- To separate a blocked paragraph:
  1. Be sure the Right Dial is in ADJUST.
  2. Play back the last word of the sentence.
  3. Play back the extra space (or the Carrier return).
  4. Return the Carrier for the new paragraph.
  5. Depress Start.

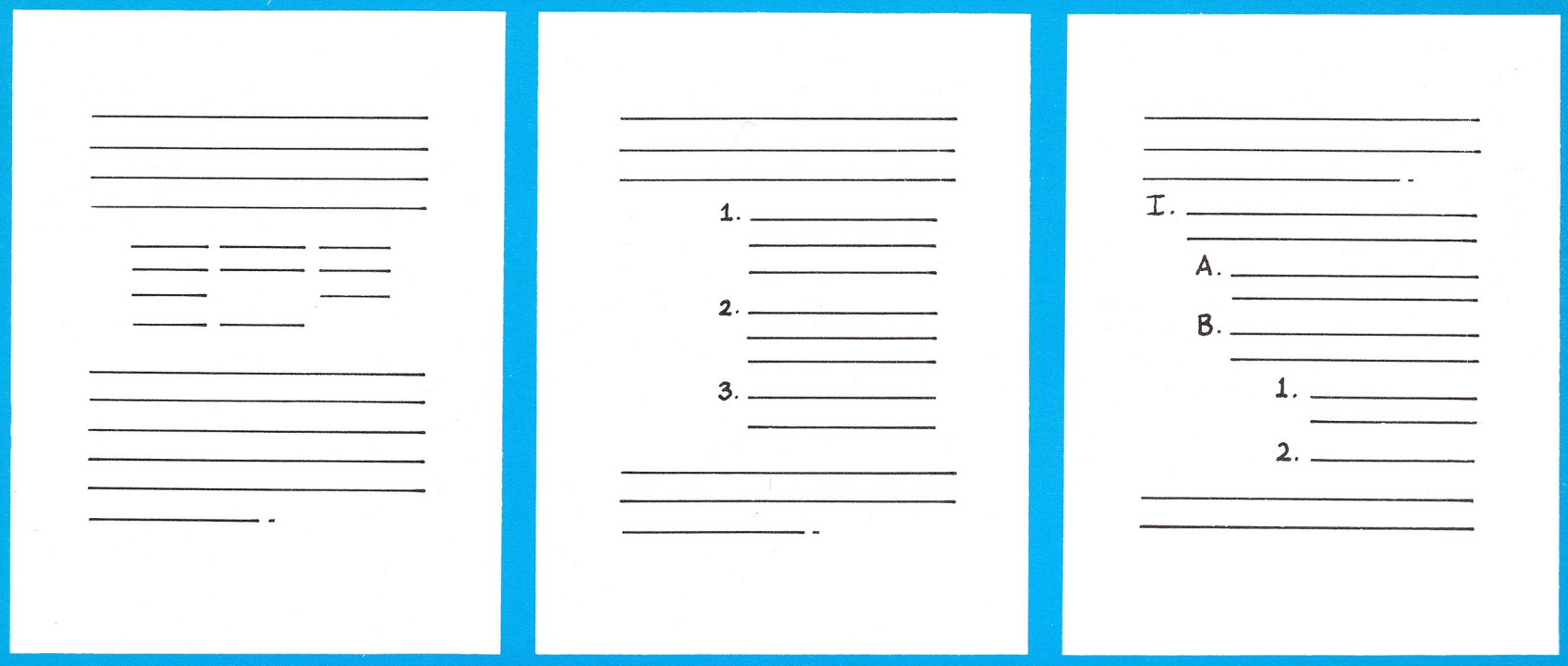
- To separate an indented paragraph:
  1. Be sure the Right Dial is in ADJUST.
  2. Play back the last word of the sentence.
  3. Play back the extra space (or the Carrier return).
  4. Return the Carrier (if necessary) and Tab to indent the new paragraph.
  5. Depress Start.

- To combine blocked paragraphs:
  1. Be sure the Right Dial is in ADJUST.
  2. Skip the last word in the first paragraph.
  3. Skip the second Carrier return.
  4. Retype the word and the punctuation; space twice.
  5. Depress Start.

- To combine indented paragraphs:
  1. Be sure the Right Dial is in ADJUST.
  2. Skip the last word in the first paragraph. (If there are two Carrier returns between the paragraphs, skip the second Carrier return also.)
  3. Skip the TAB in Word.
  4. Retype the word and the punctuation; space twice.
  5. Depress Start.

Text and Indented Material

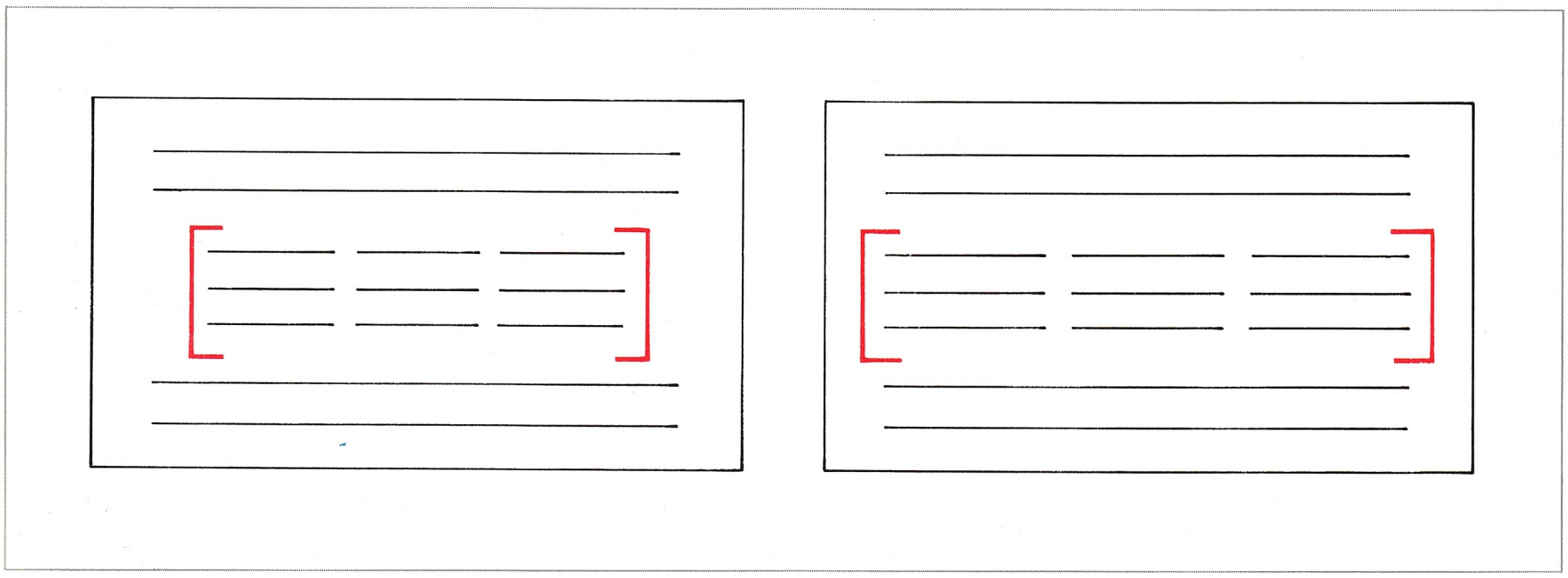
If you type projects combining tables and indented material with text . . .



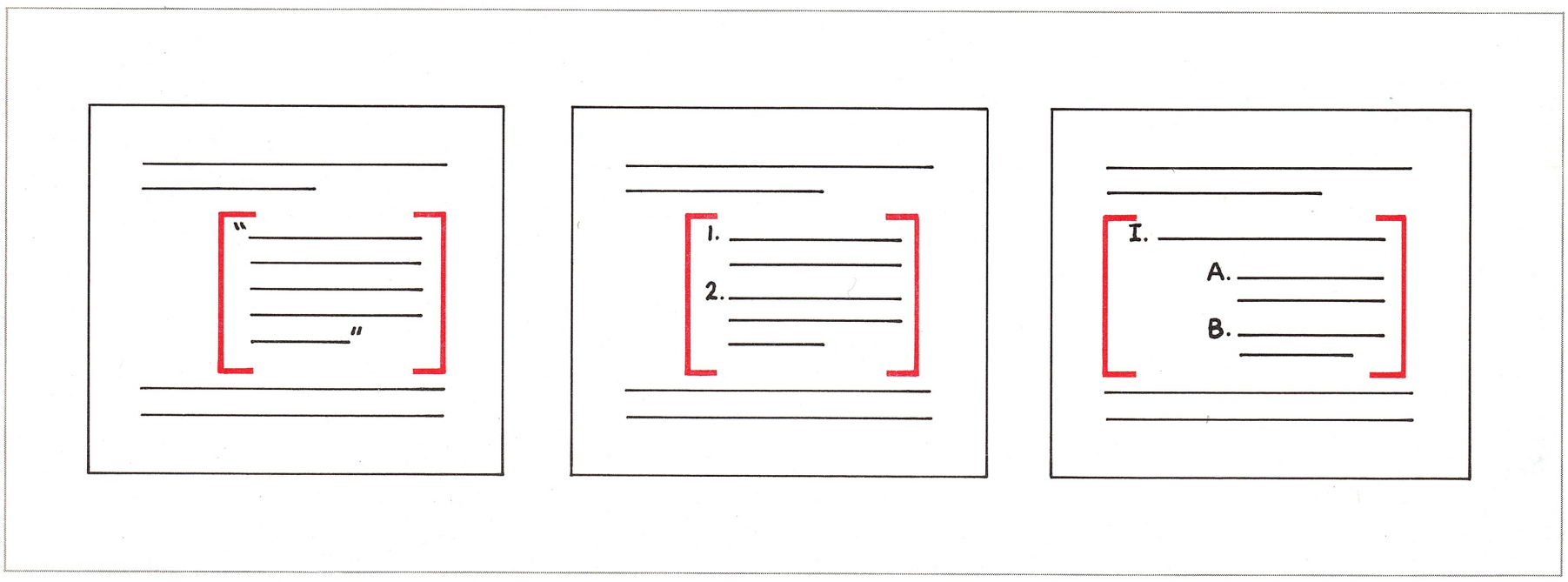
. . . do this section.

If you do not do this type of work,
turn to the next section
(Projects of More Than One Page).

A table or a section of indented material often comes between two regular text paragraphs.
It could be a table set up in columns, like either of these:

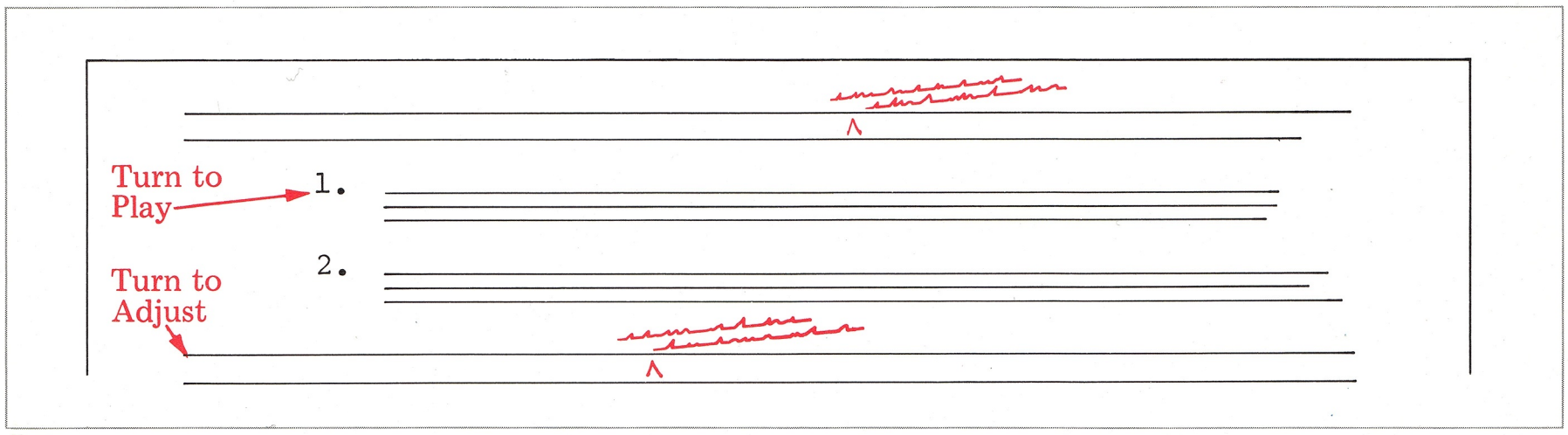


It could also be an indented sentence or outline, like any of these:



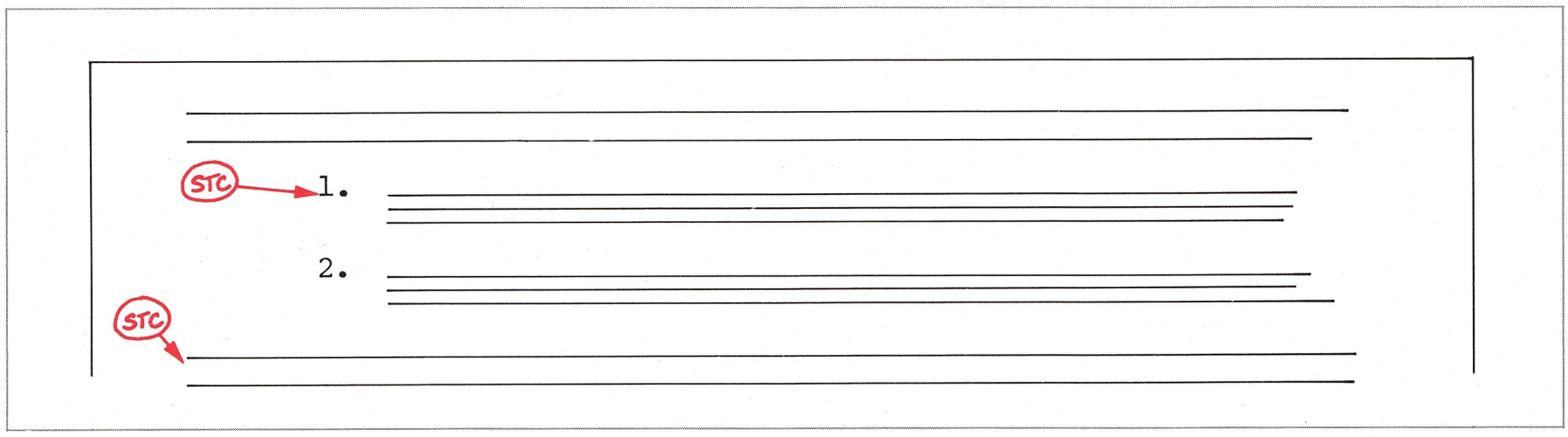
If the project is later revised, you may have to use Adjust for the paragraphs.

However, you must use Play for tables or indented material.



You will want the MT/ST to stop automatically where you need to change from Adjust to Play or vice versa.

Therefore when you are recording the project, record a Stop Trans Code where you will want to change the dial during playback. At the same time, if you need to change from double to single spacing (or vice versa), you may do so.



Write STC on the copy for these examples to show where you want playback to stop automatically.

This will confirm our telephone conversation of this morning. Among the new group of sales trainees, only three men have had net sales of more than $30,000 during the present month. They are:

Salesman	Gross	Net
Arthur MacDougall	$39,776	$36,267
Francis Woodward	36,177	33,275
Robert Jackson	35,082	33,135

All of these men have outstanding records, as I am sure you will agree. If they continue to develop their abilities at the same rate during the next year, I feel certain that they will be among our top producers within the next five years.

It had been proposed that the Bylaws be amended by deleting the phrase "during the month of April" and inserting therein "within thirty days of the anniversary date of the Corporation." The proposed change was approved. Article VII, Section 2, now reads:

> "Time and Place. The time and place for the annual meeting of the Corporation shall be determined by the Board of Directors. Such meeting may be held jointly with other meetings, at the discretion of the Board of Directors. The annual meeting shall be scheduled within thirty days of the anniversary date of the Corporation."

The new wording of the Bylaws allows greater flexibility to the staff in setting the date for the annual meeting.

You should have marked the Stop Trans Codes at these places:

This will confirm our telephone conversation of this morning. S/P/CR Among the new group of sales trainees, only three men have had net sales of more than $30,000 during the present month. They are:

STC →

Salesman	Gross	Net
Arthur MacDougall	$39,776	$36,267
Francis Woodward	36,177	33,275
Robert Jackson	35,082	33,135

STC → All of these men have outstanding records, as I am sure you will agree. If they continue to develop their abilities at the same rate during the next year, I feel certain that they will be among our top producers within the next five years.

It had been proposed that the Bylaws be amended by deleting the phrase "during the month of April" and inserting therein "within thirty days of the anniversary date of the Corporation." The proposed change was approved. Article VII, Section 2, now reads:

STC →

"Time and Place. The time and place for the annual meeting of the Corporation shall be determined by the Board of Directors. Such meeting may be held jointly with other meetings, at the discretion of the Board of Directors. The annual meeting shall be scheduled within thirty days of the anniversary date of the Corporation."

STC → The new wording of the Bylaws allows greater flexibility to the staff in setting the date for the annual meeting.

Record these two examples at separate Ref Codes, putting Stop Trans Codes where they are needed.

Play back a copy of each with these changes.

discussion

This will confirm our ~~telephone conversation of~~ this morning. Among the new group of sales trainees, only three men have had net sales of more than $30,000 during the present month. They are:

Salesman	Gross	Net
Arthur MacDougall	$39,776	$36,267
Francis Woodward	36,177	33,275
Robert Jackson	35,082	33,135

All of these men have outstanding records, as I am sure you will agree. If they continue to develop their abilities at the same rate during the next year, I feel certain that they will be among our top producers ~~within the next~~ five years. from now

It had been proposed that the Bylaws be amended by deleting the phrase "during the month of April" and substituting ~~inserting therein~~ "within thirty days of the anniversary date of the Corporation." The proposed change was approved. Article VII, Section 2, now reads:

> "Time and Place. The time and place for the annual meeting of the Corporation shall be determined by the Board of Directors. Such meeting may be held jointly with other meetings, at the discretion of the Board of Directors. The annual meeting shall be scheduled within thirty days of the anniversary date of the Corporation."

The new wording ~~of the Bylaws~~ allows greater flexibility to the staff in setting the date for the annual meeting.

Remember:

If a line in a table changes, skip out and retype the complete line.

Play out the first example again, making these changes:

discussion

This will confirm our ~~telephone conversation of~~ this morning. Among the new group of sales trainees, only three men have had net sales of more than $30,000 during the present month. They are:

Salesman	Gross	Net
Arthur MacDougall	$39,776	$36,267
Francis ~~Woodward~~ Wood	36,177	33,275
Robert Jackson	35,082	33,135

All of these men have outstanding records, as I am sure you will agree. If they continue to develop their abilities at the same rate during the next year, I feel certain that they will be among our top producers ~~within the next~~ five years from now.

You should have remembered to:

1. Use Adjust for the first paragraph. If not, the first line may be too short.
2. Use Play for the tabulation.
3. Skip in Line for the line beginning "Francis Wood."

If most of a table changes:

1. Play out any good part at the beginning in Line.
2. Skip the rest in Auto.

   The Stop Trans Code at the end of the tabulation will stop the skipping action.
3. Retype the correct tabulation and the 2 CR's.

Play out the first example again, making these changes.

This will confirm our telephone conversation of this morning. Among the new group of sales trainees, only three men have had net sales of more than $30,000 during the present month. They are:

Salesman	Gross	Net
ART ~~Arthur~~ MacDougall	$39,776	$36,267
Francis Woodward	~~36,177~~ 36,742	33,275
BOB ~~Robert~~ Jackson	~~35,082~~ 35,802	~~33,135~~ 33,333

All of these men have outstanding records, as I am sure you will agree. If they continue to develop their abilities at the same rate~~, during the next year,~~ I feel certain that they will be among our top producers within the next five years.

You should have remembered to:

1. Play out the column headings and Carrier returns in Line.
2. Skip the rest of the tabulation in Auto.
3. Carrier return twice after typing the corrected tabulation. If you did not, there is no blank line between the tabulation and the paragraph which follows it.
4. Play out the last paragraph in Adjust. If you did not, one line is too short.

You must play back indented material in Play. You can revise indented material in Play if the line length will not change more than a few spaces:

posed change was approved. Article VII, Section 2, now reads:

"Time and Place. The time and place for the annual meeting of the Corporation shall be ~~determined~~ set forth by the Board of Directors. Such meeting may be held jointly with other meetings, at the discretion of the Board of Directors. ~~The~~ This annual meeting shall be scheduled within thirty days of the anniversary date of the Corporation."

The new wording of the Bylaws allows greater flexibility to the

These changes can easily be made without changing the length of any line.

However, if the revision will change line lengths:

posed change was approved. Article VII, Section 2, now reads:

"Time and Place. The time and place for the annual meeting of the Corporation shall be determined by the Board of Directors. Such meeting may be held jointly with other meetings, ~~at the discretion of~~ the Board of Directors. The annual meeting shall be scheduled within thirty days of the anniversary date of the Corporation." provided such meeting must also be attended by

The new wording of the Bylaws allows greater flexibility to the

1. Play back to the revision.
2. Skip the rest of the indented material in AUTO.
3. Retype the rest of the indented material and the 2 CR's.

Play back the second example, making these changes:

It had been proposed that the Bylaws be amended by deleting the phrase "during the month of April" and inserting therein "within thirty days of the anniversary date of the Corporation." The proposed change was approved. Article VII, Section 2, now reads:

> "Time and Place. The time and place for the annual meeting of the Corporation shall be determined by the Board of Directors. Such meeting may be held jointly with other meetings, ~~at the discretion of~~ the Board of Directors. The annual meeting shall be scheduled within thirty days of the anniversary date of the Corporation." *provided such meeting must also be attended by*

The new wording of the Bylaws allows greater flexibility to the staff in setting the date for the annual meeting.

You should have remembered to:

1. Skip in Auto from the point of the revision.
2. Carrier return twice after you typed the remainder of the indented section. If you did not, there is no blank line between it and the next double-spaced paragraph.
3. Go back to double-space setting to play out the last paragraph.

EXERCISE 1 — RECORDING INDENTED MATERIAL BETWEEN TWO BLOCK PARAGRAPHS

Record this letter. Follow the copy line for line.

Date

Mr. L. M. Hawkins, President
Brierly and Baxter, Inc.
28804 N. W. Lander Street
Los Angeles, California 90000

Dear Mr. Hawkins:

Here are my reactions to the existing contract specifications and some recommendations for changes in wording the next time a similar case comes up. If these changes are adopted, I feel sure our interests will be as well protected as they are at the present. S/P/CR The primary benefit which should accrue from the new wording is a more harmonious working relationship.

1.02c The contractor should be given the option of replacing the existing items specified for removal with new material. In that case, the last sentence should be rewritten to refer only to damage to items which must be reinstalled.

2.12a As written, this paragraph leaves the question of scaled and talus rock open for interpretation. Scaled rock is definitely to be disposed of, but the requirement for handling talus rock is not clear.

Please give me your comments as soon as you have had a chance to study the proposed changes.

Very truly yours,

D. W. Lewis
General Manager

dc

EXERCISE 2 — REVISING A PROJECT WHICH CONTAINS INDENTED MATERIAL

Play back a copy of the letter, making all the author changes marked.

Date

Mr. L. M. Hawkins, President
Brierly and Baxter, Inc.
28804 N. W. Lander Street
Los Angeles, California 90000

Dear Mr. Hawkins:

Here are my reactions to the existing contract specifications and some recommendations for changes in wording the next time a ~~simi-~~ ~~lar~~ case comes up. If these changes are adopted, I feel sure our interests will be as well protected as they are at the present. The primary benefit which should accrue from the new wording is a more harmonious working relationship.

1.02c The contractor should be given the option of replacing the existing items specified for removal with new material. In that case, the last sentence should be rewritten to refer only to damage~~d to~~ items which must be reinstalled.

2.12a As written, this paragraph leaves the question of scaled and talus rock open for interpretation. ~~Scaled rock is definitely to be disposed of, but~~ the requirement for handling talus rock is not clear.

Please give me your comments as soon as you have had a chance to study the proposed changes.

Very truly yours,

D. W. Lewis
General Manager

dc

You should have remembered to:

1. Divide the big paragraph into two by playing out "comes up.SSPP" from the tape, then Carrier returning twice.
2. Turn back to Play when playback stopped at the indented material.
3. Skip and retype only the changed words in paragraph 1.02. The line length would not change, so your tape was still all right.
4. Skip all of the last sentence in paragraph 2.12a. The revision affects the line length, so you could not use your tape here.
5. Retype the corrected last sentence in paragraph 2.12a. and the two CR's.

FOR REVIEW:

- COMBINING TABLES AND INDENTED MATERIAL WITH TEXT

  Tables must be played back in Play.

  Indented sections must be played back in Play.

  Record a Stop Trans Code to stop playback automatically for dial changes (or for changing the spacing).

- REVISING TABLES

  If a line in a table changes, skip in Line and retype.

  If most of a table changes:

  1. Play out any good part at the beginning in Line.
  2. Skip the rest in Auto.
  3. Retype the correct tabulation and the CR's.

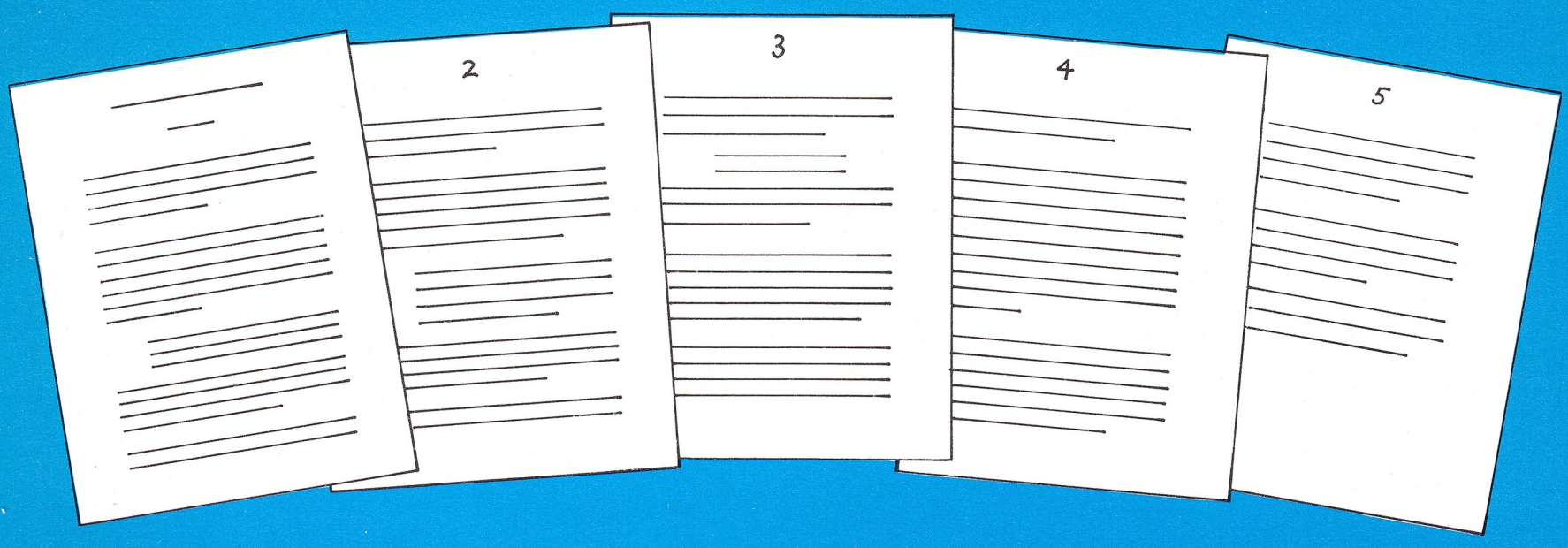
- REVISING INDENTED SECTIONS

  If a revision changes the line length:

  1. Play out to the revision.
  2. Skip and retype the rest of the paragraph and the CR's.

Projects Of More Than One Page

If you type and revise projects more than one page long . . .



. . . do this section.

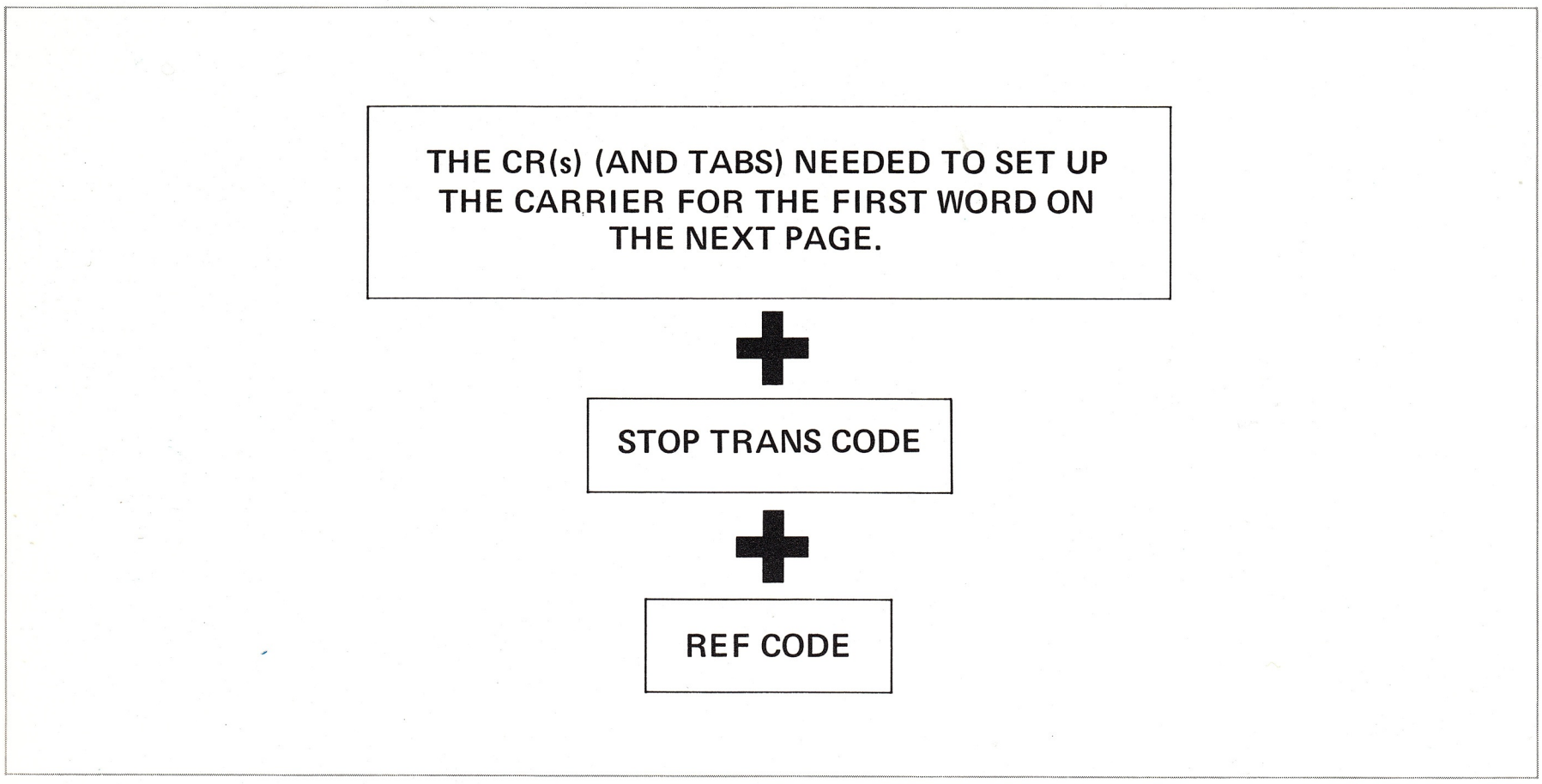
If you do not do this type of work,
go on to the book labeled,
"MT/ST Operating Instructions,
One Tape Station, Two Tape Stations."
(Form No. G543-0522)

Projects of
More Than One Page

You have been ending each project with 2 CR/STC/REF CODE. All of these projects were only one page long.

Many "real" jobs are longer than that. For any that are, changing the combination that you record at the end of each page will make revising easier.

At the end of each page, record:



Assume that each example below is the last line you recorded on a page.

- in the middle of a paragraph

Now is the time for all good men to come to the
1 CR/STC/REF CODE

- between blocked paragraphs

The survey should be administered to large groups of employees. 2 CR/STC/REF CODE

- between single-spaced, indented paragraphs

Now is the time for all good men to come
to the aid of their country. 2 CR/TAB/STC/REF CODE

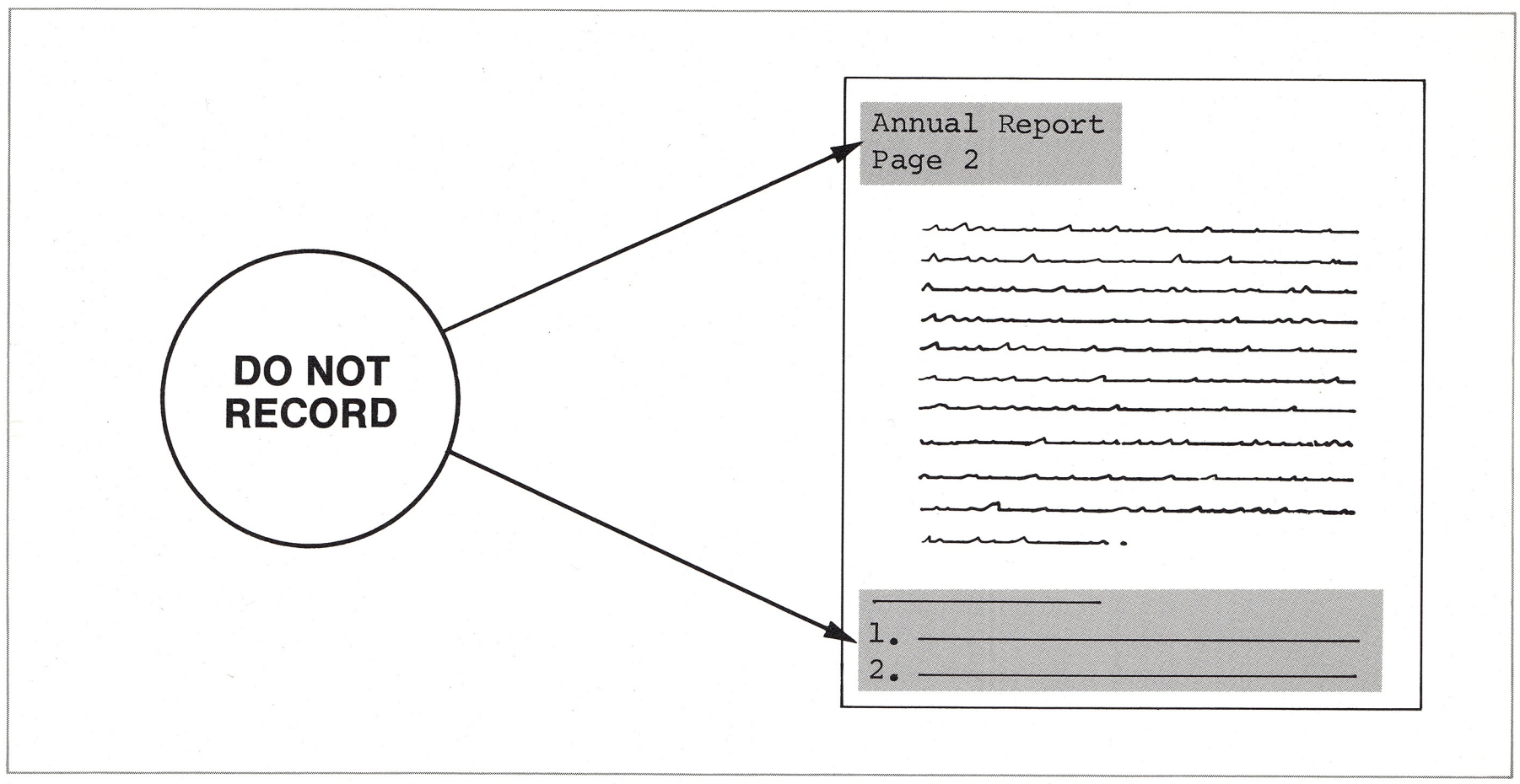
- between double-spaced, indented paragraphs

They were valued at over $1 billion, followed by

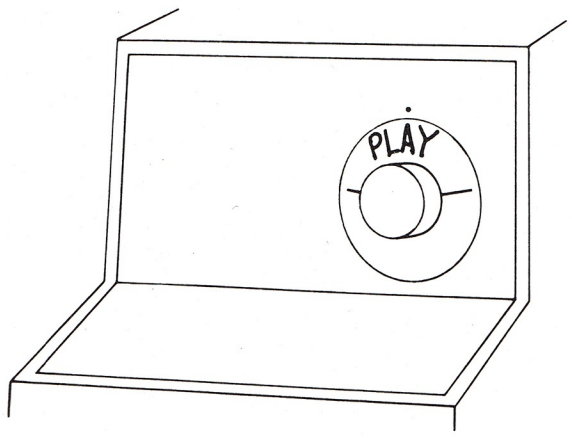
exports of motor vehicles, mainly to Europe.
1 CR/TAB/STC/REF CODE

Do not record:

page numbers
page headings (except on page 1)
footnotes

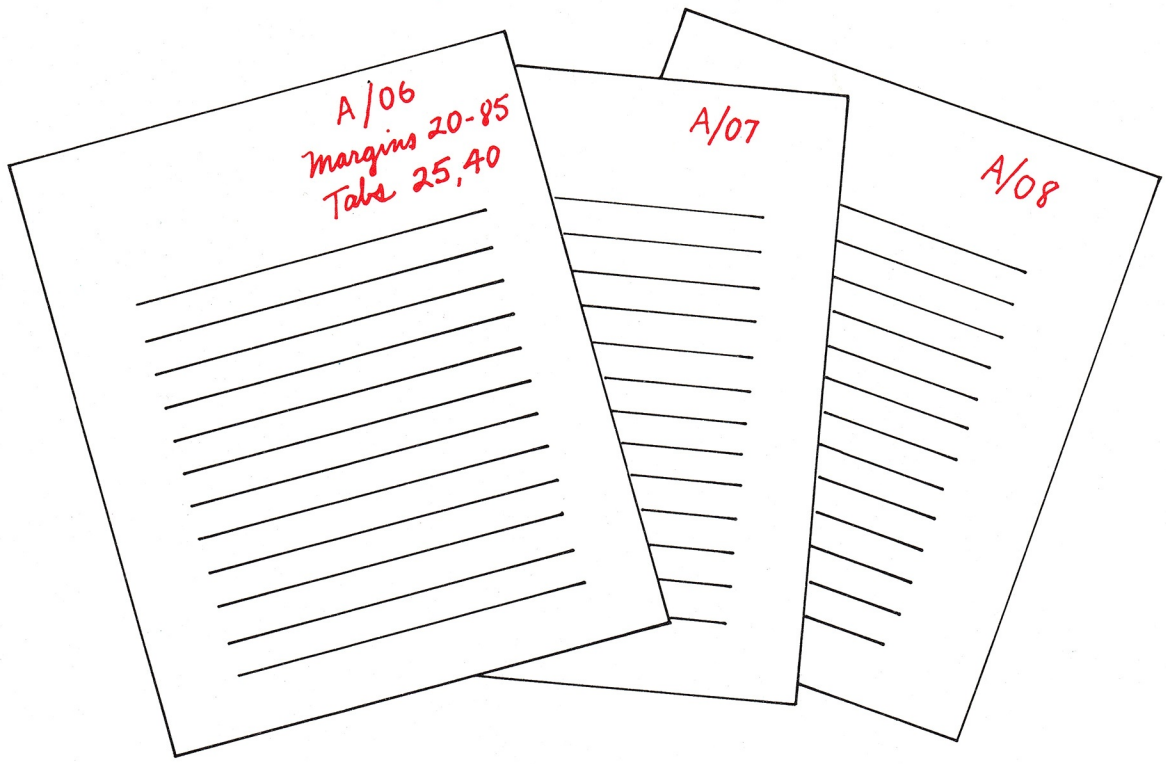


Pages may be rearranged in a revision. Therefore, page numbers, headings, and footnotes may not fall in the right place on the page.



Page numbers, headings (except on page 1), and footnotes are typed only on the final copy after all revisions have been made. These are typed with the Right Dial set in PLAY.

For projects more than one page long, make pencil notations of the tape and Ref Code numbers right on the rough copies. You may also make note of other helpful information, such as margins and tab stops.



In some cases it will be helpful to make a log on a separate sheet of paper. The needs of your own job will determine this.

Log - Tape A

Ref Code	Material
01 02 03 04 05	quarterly Report
06 07 08 09	Benson Contract

EXERCISE 1 — RECORDING A PROJECT MORE THAN ONE PAGE LONG

Record the next two pages. Be sure to follow the copy line for line and page for page.
Do not record anything enclosed in a [redacted]

Date

Mr. William Lee, Manager
Lee Manufacturing Company
194 West Coast Road
Sacramento, California 95801

Dear Mr. Lee:

All branch office personnel are to be given an opportunity to participate in an opinion survey during the period May 20 through 24. S/P/CR From this survey we hope to learn more about the current feelings and opinions of employees and discover where, in their judgment, we are doing well and where we need to improve. The following outlines the steps to be taken in administering the survey.

The Communications Department will make a bulletin-board announcement to all locations on or about May 10. This notice should be the first announcement to employees concerning the survey.

Survey questionnaire booklets will be mailed to each manager as soon as they are received from the printer. Please count the booklets to be sure you have enough. We will include extra copies to insure an adequate supply. If more are needed, return the order form included in the original shipment. When the survey is completed, please destroy all unused questionnaires.

As soon as you receive the questionnaires, you should schedule meetings for administering the survey. The meetings must be held by May 24 at the latest.

In planning your meetings, consider the following:

1. The survey should be administered to large groups of employees. S/P/CR Ideally, there should be only two meetings for the entire office, and both meetings should take place on the same day.

2. Time for these meetings must be allowed during regularly scheduled working hours. Actual completion of the questionnaire will require an average of 30 minutes. No one is to be hurried, however, and an individual may have as much time as he needs.

3. If possible, a large meeting room should be used for administering the survey. There should be sufficient space to afford privacy for each individual while completing this booklet, and the area should be free from disturbance.

We encourage everyone to participate and to express their opinions frankly and honestly. Participation is absolutely voluntary, and no one is obliged to complete the booklet or to turn it in after he has completed it. Naturally we hope for the fullest possible participation to assure meaningful results.

All written comments will be edited, summarized and grouped in such a way that no identification of the writer will be possible.

If you have any questions, please call me.

Sincerely yours,

Ronald C. Lacey
Director of Contract Operations

dc

EXERCISE 2 — REVISING A PROJECT MORE THAN ONE PAGE LONG

Play back a copy of the letter you just recorded, making all the author changes marked on the next two pages.

Date

Mr. William Lee, Manager
Lee Manufacturing Company
194 West Coast Road
Sacramento, California 95801

Dear Mr. Lee:

All branch office personnel, except those in management positions, are to be given an opportunity to participate in an opinion survey during the period May 20 ~~through 24~~. 24. From this survey we hope to learn more about the current feelings and opinions of employees ~~and discover where, in their judgment, we are doing well and where we need to improve.~~ The following outlines the steps to be taken in administering the survey.

The Communications Department will make a bulletin-board announcement to all locations on or about May 10. This notice should be the first announcement to employees concerning the survey.

Survey questionnaire booklets will be mailed to each manager on May 15. ~~as soon as they are received from the printer. Please count the booklets to be sure you have enough. We will include extra copies to insure an adequate supply. If more are needed, return the order form included in the original shipment. When the survey is completed, please destroy all unused questionnaires.~~

As soon as you receive the questionnaires, you should schedule meetings for administering the survey. The meetings must be held by May 24 at the latest.

In planning your meetings, consider the following:

1. The survey should be administered to large groups of employees. Ideally, there should be only two meetings for the entire office, of about 10-12 people and both meetings should take place on the same day.

2. Time for these meetings must be allowed during regularly scheduled working hours. Actual completion of the questionnaire will require an average of 30 minutes. No one is to be hurried, however, and an individual may have as much time as he needs.

3. If possible, a large meeting room should be used for administering the survey. There should be sufficient space to afford privacy for each individual while completing this booklet, and the area should be free from distrubance.

We encourage everyone ~~to participate and~~ to express ~~their~~ his opinions frankly and honestly. Participation is absolutely voluntary, and no one is obliged to complete the booklet or to turn it in after he has completed it. Naturally we hope for the fullest possible participation to assure meaningful results.

All written comments will be edited, summarized and grouped in such a way that no identification of the writer will be possible.

If you have any questions, please call me.

Sincerely yours,

Ronald C. Lacey
Director of Contract Operations

dc

FOR REVIEW:

- PROJECTS MORE THAN ONE PAGE LONG

  At the end of a page, record the CR's (and Tabs) needed to set up the Carrier for the first word on the next page.

  At the end of a project, record 2 CR/STC/REF CODE.

  If the project may be revised, do not record:

  Page numbers

  Page headings (except on page 1)

  Footnotes

  Make pencil notations of tape and Ref Code numbers on the rough copy as you record each page. You may also make note of other information, such as margins, etc.

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